

Henderson State University
GUIDELINES: Application for Sabbatical Leave

I. Cover page of application should include the following information:

1. Date of application
2. Name of applicant
3. Faculty rank/department
4. Years at current rank
5. Years of continuous service at HSU
6. Whether or not you have previously received sabbatical leave
7. If so, the year of your sabbatical leave
8. Semester(s) for which you are requesting sabbatical leave
9. A signed statement as follows:

“I agree that I shall return to the faculty of Henderson State University for at least one full academic year following the Sabbatical leave.”

Signature

II. In addition to the cover page, please attach the following addenda:

1. A brief, but thorough description of sabbatical leave professional development activities
2. A current résumé (curriculum vitae)
3. A letter of recommendation from your department chair. (Department chairs should submit a letter of recommendation from the college or school dean.)

III. Please see the *Faculty Handbook* for complete eligibility requirements.