

### Sabbaticals

Faculty Member	Submits Sabbatical Leave Form to Department (found on Academic Affairs website under Faculty Resources)
Department	Review the request and submit to the Dean
Dean	Submits to Academic Affairs
Academic Affairs	After the Provost meets with key players and decides on his/her action, approval or denied letters are prepared. Sometimes a tentative approval is given. There is a process for appeal if the leave is denied by the Provost. PASS Forms for approved leaves are prepared and sent to HR.