

Professor Sabbatical Leave Application Form

Personal Information	Applicant	Teaching unit	Date of employment (Professor rank)	Accrued Years of Service (Professor rank)		Start and end dates in the current application of Sabbatical Leave	Start and end dates of the last approved application of Sabbatical Leave	Start and end dates of the last approved application of leave for studying, researching, or lecturing
				This University	Other Universities			
<input type="checkbox"/> Please check this box if simultaneously applying for sabbatical leave and leave for studying, researching, or lecturing in the current application								
Review by the teaching unit	Total number of full-time professors in this unit			The quota of this unit for applying for sabbatical leave, temporary transfer, and leave for studying, researching, or lecturing			The number of approvals for sabbatical leave, temporary transfer, and leave for studying, researching, or lecturing	
Department teacher evaluation committee review record			College teacher evaluation committee review record			Personnel office		Instructions from the vice principal
Head of department			Dean					
Notes	<ol style="list-style-type: none"> 1. Applicants must fill out the Personal Information section and submit the application along with a sabbatical leave research proposal to the teaching unit for review. 2. The applicant's teaching department must complete the Review by the Teaching Unit section; the department head and the dean must sign in the corresponding fields of this form. The signed form must be submitted to the personnel office along with the review records of department and college teacher evaluation committees before delivering to the vice principal for approval. 3. Professors who have received approval for sabbatical leave who wish to cancel or delay their leave must receive another approval from the authority of the university and report the situation to the university teacher evaluation committee. 							

