

SABBATICAL LEAVE RECOMMENDATION FOR DEPARTMENT CHAIR

To Academic Dean:

As indicated by my statements below (and on attached pages if necessary), I (recommend) ____ (do not recommend) ____ (recommend subject to the indicated conditions) ____ the above application for sabbatical leave. My comments below include a brief statement of the project proposed and a more detailed evaluation of the applicant, with particular reference to his/her qualifications for the project, his/her productivity as a scholar or teacher, and his/her service to the University. In addition, my comments indicate any provisions necessary to be made for this position, should the leave be granted, and the costs involved. I understand that my recommendation shall not be influenced by anticipated costs, even though the cost factor may have to be taken into consideration before a final decision is made.

Signature of Department Chair

Date

SABBATICAL LEAVE RECOMMENDATION FOR ACADEMIC DEAN

To Provost/Executive Vice Chancellor:

As indicated by my statements below (and on attached pages if necessary), I (recommend) ____ (do not recommend) ____ (recommend subject to the indicated conditions) ____ the above application for sabbatical leave. The remarks below provide my evaluation of the project and the applicant, together with any other information that may be helpful in assisting the vice chancellor in making his/her recommendation.

Signature of Academic Dean

Date