

## ***URMC required documents for Academic Leave Proposals (“sabbaticals”)***

1. Academic Leave proposal written by the faculty member requesting the leave
  - a. Must use template on next page and include all elements;
  - b. Typically, 2-4 pages
  
2. Letter from Department Chair
  - a. Typically, 1-2 pages
  - b. Should state clearly:
    - i. Name, appointment (rank), and academic components of faculty member;
    - ii. Department Chair fully supports the proposed leave;
    - iii. % effort to be devoted to the sabbatical plans and specific dates (repeating what is outlined in the proposal);
    - iv. Faculty member will be relieved of responsibilities during the leave as described in the proposal;
    - v. Coverage or other arrangements have been made (or a statement that they are not needed) to ensure that relieving faculty member of responsibilities during the academic leave will not adversely affect institutional functioning;
    - vi. A brief summary of the proposed plans for the leave, including clear description of the benefits of these plans for the faculty member and for the Department and University.
  
3. Updated CV of the faculty member.
  
4. A completed Application for Leave of Absence form [Part 1](#) (to be completed by the faculty member) and [Part 2](#) (to be completed by the Department Chair).
  
5. A completed Academic Leave of Absence Financial Information Form.
  
6. Letters of support or agreement from outside the UR (if needed to confirm feasibility of activities proposed at other institutions / locations).
  
7. ORPA/approval from the granting agency (via ORPA) for any faculty with sponsored funding.