

SABBATICAL LEAVE REQUEST PACKET ORDER

***Please arrange and submit each Sabbatical Leave Request packet in the order listed below.**

***Packets must be assembled in this order prior to submission to HRM.**

Check	Packet Item	Note(s) / Reminder(s)
	1. Sabbatical Leave Request form (pg. 1)	<ul style="list-style-type: none"> • Ensure that “Campus Split”, other campus, and percentages of campus split are indicated in the top right corner of the document (if applicable). • Check to make sure all information is correct.
	2. Evaluation by Chair/Department Head (pg. 2)	<ul style="list-style-type: none"> • Ensure that chair/department head’s signature is included.
	3. Evaluation by Dean/Director (pg. 3)	<ul style="list-style-type: none"> • Ensure that dean/director’s signature is included.
	4. Signature page (pg. 4)	<ul style="list-style-type: none"> • Ensure that the signatures of the chair/department head and dean/director are included.
	5. Faculty member’s written request for Sabbatical Leave	<ul style="list-style-type: none"> • Ensure that numbers 1-11 of the <i>Checklist for Sabbatical Leave Request</i> are complete (see <i>Instructions for Sabbatical Leave Request</i> for reference).
	6. Letter(s) of invitation or any relevant correspondence from outside institutions.	
	7. Candidate’s C.V.	<ul style="list-style-type: none"> • History of Assignments provided first (see PS36-T <i>Supporting Documentation</i> for format).
	8. Supporting Material (if applicable)	<p>Such material shall only include documentation that is directly related to the sabbatical leave being requested, for example:</p> <ul style="list-style-type: none"> • Documentation that cost of leave is supported by outside funding source (if applicable) • Approved grant application (if applicable)

Please contact Nikki McNamara by email at ndunn@lsu.edu or by phone at (225) 578-6623 with any questions.