

**ST. LAWRENCE UNIVERSITY  
REQUEST FOR FACULTY SABBATICAL AND/OR  
FYP LEAVE ACADEMIC YEAR 2023 - 2024**

Please review the Faculty Leave Policy here:

<https://www.stlawu.edu/academic-affairs/resource/faculty-leave-policy>

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Last Leave: \_\_\_\_\_ Date of Last Leave: \_\_\_\_\_

**What were the professional outcomes of your last leave?**

**Type of requested leave for the 2023-2024 Academic Year:**

\_\_\_\_ One year sabbatical (at half pay)

\_\_\_\_ One year sabbatical/FYP leave (one semester sabbatical and one semester FYP leave)

\_\_\_\_ One semester sabbatical (at full pay) [ \_\_\_\_ Fall Semester \_\_\_\_ Spring Semester]

\_\_\_\_ One semester FYP leave (at full pay) [ \_\_\_\_ Fall Semester \_\_\_\_ Spring Semester]

\_\_\_\_ Other, please explain:

**Do you need to retain your office and/or desktop computer system while on leave? If so, please explain.**

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**If you are requesting a sabbatical leave, please attach an account of the scholarly or creative work you intend to pursue and its expected outcomes.**

**Please submit the following items to your Department Chairperson/Program Coordinator:**

- A completed copy of this form
  - A current curriculum vitae
  - Your account of the scholarly or creative work you intend to pursue and its expected outcomes (for sabbatical leaves).
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**The Department Chairperson/Program Coordinator should respond to the following question, sign the form, and forward all materials to the Dean's Office no later than Friday, June 17, 2022:**

**If you need to cover courses, how are you planning to do so?**

**Recommended by:** \_\_\_\_\_  
Department Chairperson Date

**Approved by:** \_\_\_\_\_  
Academic Dean Date

**Approved by:** \_\_\_\_\_  
President Date