**SABBATICAL**

**FACT SHEET**

**Date**

**Name of Applicant**       **Department**

**Home Address**

**School**

**Campus**

**Tenured Date**

**Rank**

**Sabbatical Policy:** A tenured faculty member who has completed seven or more years of full-time teaching at Pace, and who currently holds an appointment at the rank of professor, associate professor, or assistant professor is eligible to apply for a sabbatical leave. Paid leaves of absence (e.g., a fellowship year away from campus, or receiving a grant that means that the faculty member has not taught for a semester, or more) do not count towards the seven years of full-time teaching; at the same time, the seven years of full-time teaching do not need to have been completed consecutively. In addition, the faculty member must agree to return to the University for at least one academic year of full-time service immediately following completion of the leave. A period of at least seven full-time teaching years shall elapse between the end of one sabbatical leave and the beginning of another. (You are eligible to apply for Sabbatical during your 7th year of full-time teaching to be able to take Sabbatical after the full seven years of full-time teaching is completed.)

**List seven years of full-time teaching at Pace (if you had a prior sabbatical, list the last 7 years of full-time teaching since your last sabbatical):**

1. Year to year (example: AY 2015 to 2016)




7. (current)

**Previous released time and leaves** (dates):

**Released time:**

**Sabbatical leave:**

**Other**:

**Candidate’s Name:**       **Date:**

**Verified by:**       **Date:**