

COVER SHEET FOR SABBATICAL PROPOSAL

NOTE: Fill out this form completely and forward **four** copies to the Office of the VPAA/Dean of Faculty.

Name	
School	
Years at Marist	

Details of Request

Semester requested: _____

<p>Previous Sabbatical Dates and brief description of Outcomes</p>	
<p>Proposed Project (Brief Background and Description)</p>	
<p>Project Goal</p>	
<p>Specific Outcomes and Products expected to result from the Sabbatical</p>	

Should this sabbatical be approved and accepted, I understand that I will not engage in any unauthorized full-time remunerated work, that I will return to teach at Marist College for a period of at least one year immediately after my sabbatical, and that upon my return I will submit a full report of my sabbatical activities to my School Dean and the Vice President for Academic Affairs/Dean of Faculty. Any deviation in plans or additional projects or studies not included in your original proposal must be requested in writing and approved by the Vice President for Academic Affairs/Dean of Faculty.

Signature

***Dean's Letter of Recommendation must accompany this request.**

****Please attach this cover sheet to your detailed project proposal.**