



Sabbatical Checklist

The sabbatical application can be found at: <https://www.clemson.edu/provost/faculty-affairs/sabbatical.html>

- The faculty should complete all fields on the form and should sign electronically. Incomplete forms will be sent back.
- When completing the fields in the first sentence on the form, asking for the dates of the sabbatical, remember to use the correct semester dates (printed on top of the form).
- The brief description should be a maximum of two – three sentences that can be used to convey the purpose and proposed impact of the sabbatical.
- Make sure to include travel requirements. This is a required field, if it does not apply, please enter N/A or none.
- Indicate the semester of the last sabbatical taken. This, too, is a required field. If it does not apply, please enter N/A or none.
- Remember to complete the sabbatical repayment agreement (pages 2 and 3) of the form and sign.
- The faculty member must prepare a proposal containing a concise statement of objectives, activities, anticipated outcomes/products of the requested leave, and any supporting information, if applicable (e.g. resources secured and/or needed for sabbatical activities, plans for application or dissemination of the outcomes/products) Statements should also address:
 - How the leave will contribute to the faculty member's professional growth
 - How the leave will benefit the Department/College/University
- In consultation with the department chair, the faculty member must address how continuing responsibilities will be covered during the term of the sabbatical (i.e., teaching responsibilities, graduate advisees, research projects, etc.). This consultation will also be documented in the leave evaluation memo from the chair/director.
- Include a copy of the faculty member's current CV and any other supporting documentation, such as associated grants, etc.
- Submit through Watermark Faculty Success. If a process has not been launched for you in workflow/tasks, please email your department chair and copy DMAdmin@clemson.edu and request a sabbatical application. Make sure and indicate the term that you are applying for sabbatical.