# FACULTY REQUEST FOR SABBATICAL LEAVE CHECKLIST

Name: __________________________  Department: __________________________

1. Please identify the type of leave you are requesting. Check type.

<table>
<thead>
<tr>
<th>7th semester Pre-tenure</th>
<th>7th Semester</th>
<th>7th year Academic Year</th>
<th>7th year One semester</th>
</tr>
</thead>
</table>

2. Please identify period of sabbatical leave.

<table>
<thead>
<tr>
<th>Fall Semester 2021</th>
<th>Spring Semester 2022</th>
<th>Academic Year 2021-22</th>
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3. Faculty requesting a sabbatical leave are required to submit all materials listed below, along with this Checklist, to Katie Karaiscos (KKaraisc@scrippscollege.edu) in the Dean of Faculty’s Office. Please check if you have sent the following:

- Request letter
- Abbreviated CV
- Copy of written summary of prior sabbatical leave (not necessary if this is the first sabbatical leave request)
- Electronic 2-3 sentence summary of leave plan for inclusion in board materials
- Letter of support from department chair which includes:
  - The manner in which your courses will be covered if your sabbatical leave request is granted,
  - A statement about the effects of this sabbatical leave on the Scripps curriculum (in the department, the Core program, and other programs in which you regularly teach),
  - The availability elsewhere in Claremont and the accessibility to Scripps students of those courses that may not be offered at Scripps as a result of your sabbatical leave, and
  - A request for any partial replacement deemed necessary. In extraordinary circumstances, a full-time replacement will be considered.

Faculty requesting sabbatical leave: _____________________________________

signature

Department chair’s approval: _____________________________________

signature

Please submit to Katie Karaiscos (KKaraisc@scrippscollege.edu) in the Dean of Faculty Office by Friday, September 25, 2020.