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# THE GEORGE WASHINGTON UNIVERSITY

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School of Medicine & Health Sciences  
Office of Faculty Affairs

## Requests for Sabbatical Leave

Requests for sabbatical leaves and leaves without salary should be initiated during the fall semester. All such applications must be received by the Office of the Faculty Personnel not later than the stated deadline.

Sabbatical applications are available online at:

<http://provost.gwu.edu/forms>

Other types of leave should be requested using a memorandum from the Chair to the Dean.

It is the Chair's responsibility to verify with Faculty Affairs in the Office of the Provost (phone: 202-994-6511) that a faculty member's years of service meet eligibility requirements for sabbatical before endorsing the application.\*

\*As stated in Section VI.B. of the *Faculty Code*, a full-time faculty member is eligible for sabbatical leave when he/she has served six or more continuous years in a college or university in regular active status [as university professor, professor, associate professor, assistant professor, or instructor], three years of which must have been served in this University, or has served six or more years in regular active status after a preceding grant of sabbatical leave. Full-time leave without salary does not automatically count toward eligibility for sabbatical leave; a determination will be made in each instance based on the relation between the purpose of the leave and the professional responsibilities or career development of the applicant.

Time served, in and of itself, does not guarantee acceptance of a sabbatical application. Substantively, each applicant must describe fully a realistic project of some significance that will evidently contribute either to his or her teaching or to the scholarly advancement of the applicant in the discipline.

Presentation of evidence of application for a major national fellowship or an external grant to support the sabbatical work is strongly recommended.

A thorough report of progress on the sabbatical project must be submitted to the Office of Faculty Personnel at the end of each sabbatical that is granted. Submission of that report is a condition of eligibility for future sabbaticals.

Procedurally, the Chair and Dean must be persuaded that the applicant's role in the department can be satisfactorily filled in her or his absence. Otherwise, the applicant may be asked to defer sabbatical leave. If you know in advance that deferral is desirable, the applicant need not complete the form describing the project. Rather, the Chair should submit an appropriate memorandum, with the Dean's concurrence requesting deferral, under the indicated circumstances.

### ***Application Process***

The following items must be submitted to the SMHS Office of Faculty Affairs:

- Completed application with separate recommendation from the Department Chair. Please have the Chair sign the application form and note their approval of the application.
- An updated C.V. of the nominee.