**SABBATICAL**

**FACT SHEET**

**Date**:

**Name of Applicant**: **Email Address**:

**Home Address**:

**Department Chair or Associate Dean**: **Department Chair or Associate Dean email**:

**Department**: **School**:

**Semester/Year started full-time teaching:**

**Rank and Tenured Date**:

**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.)

**Have you ever had a sabbatical or scholarly leave of absence from Pace University?  YES  NO**

**List your scholarly leaves**:

**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)

**Verified by**: **Date**: