**Chair/AD Letter of Support for Sabbatical Leave**

**Year/Semester applying for**: (Example: Fall 2024 or AY 2024-2025)

**Full Name of Candidate**:

**Departmental or School/College Letter of Recommendation** *[Please provide a recommendation* ***and an explanation below*** *describing how this leave will benefit the applicant, department, and the students. Also, discuss how you plan to cover applicant’s courses during the leave, what funding will be needed, and how you plan to secure the funding****.****]*

**Name of Department Chair** (or Associate Dean):

**Date**: