LSUHSC Health Sciences Center - New Orleans
School of Allied Health Professions
INSTRUCTIONS FOR SABBATICAL/EDUCATIONAL LEAVE REQUEST

Please keep all pages of the leave request form together and attach leave proposal and biographical data behind Page 4 of the form.

Submit only ONE ORIGINAL FORM WITH ATTACHMENTS to the chair of the Promotion and Tenure Committee.

Due date is **AUGUST 1** for sabbatical/educational leave beginning during the academic year of the following calendar year.

The applicant's Proposal for Sabbatical or Educational Leave must include the following information in the order as numbered. Please be brief but provide sufficient detail for evaluation by administrators at all levels of the university.

1. Give the purpose and objectives of the leave.
2. Briefly outline the activities or work plan.
3. Provide the location of the leave, with whom the leave will be spent, and the nature of the arrangements.
4. Provide any alternative plan in case original plans are not accomplished.
5. Provide the amount of time anticipated to be spent traveling.
6. Report any compensation from sources other than the LSU System; the amount of compensation, time and service required, and how the service will support the objectives of the leave.
7. List any courses for credit or audit that will be taken while on leave.
8. State how the proposed leave will enhance standing as a scholar, researcher, and teacher, and how the leave will benefit the University.
9. Affix signature to the proposal.