Proposed Leave Coverage Plan

Complete this form and submit it with the signed Request for Sabbatical or Unpaid Leave form. A separate chair’s letter is not required.

Department:  
Faculty member: 

Sabbatical request is for:  
☐ Fall  
☐ Spring  
☐ Full year

What would be the faculty member’s usual responsibilities during this period if he/she were not on leave?

    Teaching (including advising):
    
    Service and administration:

How do you propose that these responsibilities will be met while the faculty member is on leave?

    Teaching (including advising):
    
    Service and administration:

What is the estimated cost of this proposal? Please itemize.

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<thead>
<tr>
<th>Item (example: adjunct for 1 section ENG 317)</th>
<th>Cost</th>
<th>Explanatory notes</th>
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Total

Chair’s signature  

Date

3/2/17