

SABBATICAL LEAVE RECOMMENDATION FOR DEPARTMENT CHAIR

To Academic Dean:

As indicated by my statements below (and on attached pages if necessary), I (recommend) \_\_\_\_ (do not recommend) \_\_\_\_ (recommend subject to the indicated conditions) \_\_\_\_ the above application for sabbatical leave. My comments below include a brief statement of the project proposed and a more detailed evaluation of the applicant, with particular reference to his/her qualifications for the project, his/her productivity as a scholar or teacher, and his/her service to the University. In addition, my comments indicate any provisions necessary to be made for this position, should the leave be granted, and the costs involved. I understand that my recommendation shall not be influenced by anticipated costs, even though the cost factor may have to be taken into consideration before a final decision is made.

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Signature of Department Chair

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Date