Sabbatical leave is considered a privilege, not a right, and may be granted only if it will not adversely affect departmental teaching, administrative responsibilities or research. Please see the Faculty Handbook Page 125 – 126 for more details.

SABBATICAL CHECKLIST

Criteria:
- Must be Assistant Professor or above for at least six years of fulltime service
- Must be six years since last sabbatical
- Must be able to return for one year of fulltime service at Tulane

Application for sabbatical must contain:
- Detailed description of plans or project proposal
- Assurance of a return to fulltime service at Tulane for one year
- Arrangement for coverage of duties
- Financial arrangement negotiated with department chair
- Letter of support from department chair
- Curriculum Vitae

Sabbaticals must be approved by:
- Dean, School of Medicine
- Senior Vice President for Academic Affairs and Provost