

# THE GEORGE WASHINGTON UNIVERSITY

## REQUEST FOR SABBATICAL DEFERRAL

---

When faculty are eligible for sabbatical leave and present an acceptable program for that leave, but for reasons of college, school, or departmental convenience or necessity have their leave deferred, their next eligibility for sabbatical leave shall be computed from the time they became eligible for the leave, not from the date the leave was granted. In general, a deferral of not more than two years will be authorized.

---

\_\_\_\_\_  
Name

\_\_\_\_\_  
GWID

\_\_\_\_\_  
Rank

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Date of original full-time faculty appointment

\_\_\_\_\_  
Date of last sabbatical leave

\_\_\_\_\_  
Academic year requesting to defer (ie: 2024-2025)

Reason for deferral:  University Reasons

Personal Reasons

(Deferrals for personal reasons will push back the sabbatical clock.)

Justification:

---

---

---

---

---

---

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Comments by Department Chair:**

\_\_\_ Approve

\_\_\_ Do Not Approve

---

---

---

---

---

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

-----  
**Comments by Dean:**

---

---

---

---

If you approve this deferral for university reasons, I recommend the sabbatical clock remain on its current course as if he/she were on sabbatical this academic year.

\_\_\_ Approve

\_\_\_ Do Not Approve

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

-----  
Action by:

**Provost & EVP for Academic Affairs** \_\_\_\_\_

Date \_\_\_\_\_