Visit [https://www.umt.edu/provost/faculty/sabbaticals/default.php](https://www.umt.edu/provost/faculty/sabbaticals/default.php) for information about the sabbatical process, eligibility requirements, deadlines, etc.

The current sabbatical application form is also linked from that page.
Click through to the current sabbatical application form on Submittable (the current form is linked here: https://www.umt.edu/provost/faculty/sabbaticals/default.php). To access this form, choose "Have an account? Sign In."
Choose "Use Single Sign On." Then log in with your UM NetID and password.
Review the criteria the Sabbatical Committee will use in evaluating applications.
Enter your name in Last, First order. Then select your present academic rank from the dropdown and choose your college.

Academic rank choices are limited to Associate and Full Professor as Assistant Professors are ineligible for sabbaticals.
After you’ve chosen your college another question will appear asking you to choose your Academic Unit (department, school, division, etc.). The College of Humanities & Sciences is pictured here but it will look similar for other colleges.
Next, you’ll be asked to enter your hire date, your years of academic service at UM (including the current academic year), the year your tenure became effective, and if you’ve previously had a sabbatical assignment.
If you select yes (that you’ve had a sabbatical assignment previously), you’ll be asked to provide the date of your previous sabbatical and if you submitted a report for that sabbatical.
If you haven’t submitted a sabbatical report or are unsure, you will be prompted to upload it here.
Next, please indicate if you’re requesting a sabbatical for both Autumn and Spring semesters of the coming academic year or if you’re requesting a sabbatical for only Autumn or Spring.
You can now upload your sabbatical plan details (in either Word or PDF format). Your sabbatical plan should be a maximum of six pages and cover the scholarly or professional use of the sabbatical, including, if relevant, descriptions of any fellowships, grants, or other arrangements that would aid in supporting the proposed project.

Letters or invitations should be attached separately in the next step.
Next, please upload any supporting documentation, such as letters or invitations relevant to your request (currently, up to ten files can be attached here—if you need more, please let us know) and then upload your CV.
Finally, you’ll be asked to indicate your acceptance of the terms of the sabbatical assignment and you can submit your application.