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**Department/Program Staffing Request Form for AY23-24**

*Due to the Provost’s office by the last Friday in May*

*Submission instructions: Upload this form at colby.edu/provost/resources*

Name:

Department/Program Name:

Sabbaticals and other leaves scheduled for AY2023-24:

Number of positions being requested: 1 2 3 4+

Instructions:

Please fill in one of the following pages for each position being requested. If your department or program is requesting more than three positions please copy and paste the request details section (highlighted in blue) onto the next page and continue as needed.

**Request Details**

*Request 1* Type: Visiting Non-tenure track Continuing

Tenure Track Non-faculty staff

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: .2 .4 .6 .8 1.0 Title:

Justification:

*Request 1* Type: Visiting Non-tenure track Continuing

Tenure Track Non-faculty staff

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: .2 .4 .6 .8 1.0 Title:

Justification:

*Request 1* Type: Visiting Non-tenure track Continuing

Tenure Track Non-faculty staff

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: .2 .4 .6 .8 1.0 Title:

Justification: