

Application for Sabbatical Leave Form

Faculty members who wish to apply for a sabbatical leave must discuss their project with their Department Chair prior to completing this application.

I. Applicant Information

Name:

Date of Application:

Department:

Date of Hire:

Time of Leave: Academic Year

Semester: Fall Spring Summer

List Any Previous Leaves:

Note: A Complete Curriculum Vitae must be attached to this application.

II. Project Information

1. Project Title:
2. Project Description:
3. Describe how the project contributes to the College's mission:
4. Describe projected outcomes (e.g., publications) and the benefits to the applicant, department, and college community:
5. Describe any contributions that the project will make toward any course/curriculum development:
6. Provide a tentative work schedule to clarify what, if any, college resources are needed:
7. Indicate any internal or external partnerships or collaborations:
8. If the leave is dependent upon utilization of facilities of another institution, so indicate and attach a copy of the letter of invitation or authorization. If no facilities are required, indicate N/A in the space below.

9. Discuss the financial impact of the sabbatical on the department (cost/benefits).