

APPLICATION MATERIALS FOR THE COLLEGE OF ARTS & SCIENCES SABBATICAL AWARD

To apply for a Sabbatical Award complete the application form and provide **two copies** of the materials requested to the Associate Dean of Faculty's office, 202 Patterson Office Tower.

Note: Please apply initially for a half-year sabbatical if your request for a full-year sabbatical is contingent on receipt of external funding. If you receive the required external funds, you may submit a revised request for a full-year sabbatical to your chair. This revised request should be readily approved.

The following are required:

1. APPLICATION FORM
2. ABSTRACT (100-150 words maximum). The abstract should summarize the proposed activities in clear, concise language understandable to a scholar outside your discipline.
3. DESCRIPTIONS OF PROPOSED PROGRAM (maximum 6 pages, double-spaced with standard margins and font). Explain the project in terms that an educated reader from **outside** your field can understand. Specify:
 - a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the project's objectives and your aims in undertaking it.
 - b. Work to be accomplished: Describe specifically what you plan to do during the award period. Where will you do the work? Identify persons (if any) with whom you will work. If possible and if appropriate, include letters of invitation from appropriate institutions or collaborators and a description of the resources that will be available to you for the proposed project.
 - c. Projected results: What tangible results will your project have, what form will they take, and how and where will you share your results with others (e.g., publication, presentation, exhibition, classes)?
 - d. Impact: Describe how the project will contribute both to your teaching (be specific with course titles, number of students taught) and to your own scholarly development. Describe how this project will benefit your department, college, and/or the University as a whole?
4. EXTERNAL FUNDING. All sabbatical requests must be accompanied by an effort to secure external funding. Please indicate the external funding agencies to which you have applied or will apply for funding to support your sabbatical research. Also list any supplementary funding (e.g., awards, grants) available for the time period of the proposed sabbatical leave.

5. **LAST AWARD REPORT.** Attach a copy of your last College Sabbatical Award report, if any. If you do not have a copy of your previous report, please write a summary of your activities during your previous sabbatical. Examples of items you might discuss are:
 - a. The nature, purpose and dates of your previous project(s).
 - b. Impact on your research direction and the research of graduate students supervised.
 - c. Details of funding that resulted from the previous project.
 - d. Details of publications, products, exhibitions, and presentations resulting from the previous project.
 - e. Academic and instructional benefits, if any, attributable to the project. Include course titles and number of students taught.
6. **CV-** If your cv is longer than thirty (30) pages, please provide a short cv.
7. **FORM FOR DEPARTMENT CHAIRS.** Print your name on the form and include the form in your application packet to the Chair.



Sabbatical Leave Application

Name: Academic Rank:

College:

Department/School/Center:

Email Address:

Period(s) of Leave: Check the options below for the time period you are applying.

Fall (full pay) Spring (full pay) Full Year (2/3 pay)

Fall (half pay) Spring (half pay) Divided leave*

*Please specify all periods (with dates) in 201X-201Y and subsequent academic years. These dates should add up to either half year at full salary or full year at 2/3 salary.

List all sabbaticals, fellowship leaves, and unpaid leaves of absences in the previous six years:

Please attach the following:

- 1) Detailed description of the proposed program, including goals to be attained, travel plans and the benefits to the applicant and the university.
- 2) Vita
- 3) Apportioning of sabbatical activity (note. Must total 100%)

____% Research Activity
 ____% Instructional Activity
 ____% Public/Professional Service

100%

Title of Proposal: _____

Abstract (100-150 words): Using clear and concise language that would be understood by a scholar in a different discipline, summarize the proposed activities. The ideal abstract (a) gives a sense of the scope of the proposed project and (b) conveys the importance of the research.

**APPLICATION FOR COLLEGE OF ARTS & SCIENCES SABBATICAL AWARD
FORM FOR DEPARTMENT CHAIRS**

To be completed by the applicant:

NAME: _____

To be completed by the Department Chair:

Rank Order _____

Provide a letter that addresses the following and attach it with this cover form to the application.

A plan for how the undergraduate and graduate instructional needs of the department—including the supervision of the faculty member’s graduate advisees’ research projects, theses, and dissertations—will be met while the faculty member is on leave. Be specific with course numbers, course titles, enrollments, and faculty names who will provide course coverage and/or research supervision. When more than one faculty member from the department is applying for a sabbatical award **rank them in priority** and describe the total impact on the department and its instructional needs, if all awards were to be granted.

To the Chair: Your signature below certifies that: 1) the applicant meets the eligibility requirements for a sabbatical, (2) that the information supplied by the applicant on the cover sheet is accurate, and (3) the instructional activities and needs of the department, including graduate student supervision, will not be impaired during the faculty member's leave.

CHAIR’S SIGNATURE _____ DATE _____