

# UNIVERSITY of NORTHERN COLORADO

## Application Form for Sabbatical Leave

### Section 1: To be completed by applicant

**Name:**

**Rank and Tenure:** Tenured Professor  
Tenured Associate Professor  
Assistant Professor applying for Tenure and Promotion during current academic year<sup>1</sup>

**In the Program Area of:**

**In the College/Area of:** College of Education and Behavioral Sciences  
College of Humanities and Social Sciences  
College of Natural and Health Sciences  
College of Performing and Visual Arts  
Monfort College of Business  
University College  
University Libraries

**Date of last leave with pay:** **Year:**

**Leave requested for:**

**Additional information regarding length of leave if needed:**

Fall Year:  
Spring Year:

**Summarize the purpose of the leave in 50 words or less:**

(Section 1 continues on the following page)

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<sup>1</sup> According to Board Policy, Tenure-Track Assistant Professors are eligible for sabbatical leave consideration during their sixth year of full-time service to the University but may not take a sabbatical leave until they are tenured.

(Section 1 continues on the following page)

**Conditions of Sabbatical Leave:**

1. If a change in plans is made after this request, I shall submit a new plan in writing to my Chair or Director, and, upon his or her approval, to my Dean who will, contingent on his or her approval, submit the plan to the Provost.
2. I agree to fulfill my contract obligations to the University for a period of one full academic year after the end of the sabbatical or administrative leave or reimburse the University pro-rata for salary I received while on leave.
3. I agree to provide the faculty, Chair or Director, and Dean a written report of the activities undertaken while on leave with pay within one year after my leave ends. The Dean will forward the report to the Provost.

I verify the accuracy of all information I have submitted in this application, my commitment to adhere to all University policies and procedures during my leave, and my agreement with the three conditions listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Required Materials:**

1. This application form
2. Plan for Sabbatical Leave, including:
  - Objectives of project/s
  - Activities and timeline
  - Contributions to: knowledge in the discipline; applicant's professional growth; students' educational experiences; University's reputation
  - Relevance to applicant's on-campus responsibilities
  - Explanation of any time sensitivity (e.g., a need to complete the project during proposed dates)
3. Curriculum Vitae

**Section 2: To Be Completed By Department Chair or School Director**

Faculty: ☐ Approve ☐ Disapprove

The Letter of Recommendation from the Chair or Director should address the merits of the applicant's proposal according to standards of the academic discipline (see BP 2-3-1001[5] b), explain how the applicant's instructional load, student advisement, and other duties will be addressed, and explain the need for any additional resources. Note: The applicant is entitled by Board Policy to respond at each level of the review process.

\_\_\_\_\_  
Director/Chair

\_\_\_\_\_  
Date

### Section 3. To Be Completed By Dean

According to Board Policy, faculty members who do not submit an acceptable report about the activities, goals attained, and benefits derived within one academic year of completing a previous sabbatical leave are not eligible for subsequent sabbatical leaves (BP 2-3-1001[8]). Was an acceptable report received for any prior sabbatical leaves?

☐ Yes   ☐ No   ☐ Not Applicable

Recommendation of Dean:      ☐ Approve      ☐ Disapprove

Letter of Recommendation from Dean should address how the proposed work reflects an appropriate use of a sabbatical leave (it is related to individual's on-campus responsibilities, specifies professional growth, development of knowledge in discipline, influence on students' educational experiences, and enhancement of University's reputation; other comments as relevant to appropriate uses of a sabbatical leave in 2-3-1001[3]); how instructional load will be addressed; any other applicable resource and staffing issues; any adjunct costs inclusive of fringe benefits that will be included in the Dean's adjunct budget, and justification for these expenses, including an account of why other provisions cannot be made within the school or department to absorb course delivery.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

### Instructions for Sending Materials to Provost:

After Dean's signature, Dean's office should prepare a PDF file of the entire application, including this form with all signatures, description of the plan, curriculum vitae, letters of recommendation from Chair or Director and Dean, and any other relevant materials. Send PDF to [Provost.Office@unco.edu](mailto:Provost.Office@unco.edu)

### Section 4. To Be Completed By Provost

Provost:      ☐ Approve      ☐ Disapprove

Provost: \_\_\_\_\_

Date: \_\_\_\_\_