



## Application Form for Sabbatical Leave

### Section 1: To be completed by applicant

**Name:**

- Rank and Tenure Status:**
- Tenured Professor
  - Tenured Associate Professor
  - Assistant Professor applying for Tenure & Promotion during current academic year

**Department/School/Program:**

- College/Area:**
- 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 Libraries

**Date of last leave with pay:**

**Leave requested for (check one or both):**

- Fall                      Year:
- Spring                      Year:

**Title of Project:**

*Summarize the purpose of the leave in 50 words or less. This summary will be presented to the Board of Trustees. Be sure to explain how it will “enhance professional growth, knowledge in the discipline, students’ educational experience, and the University’s reputation” [2-3-1001(1)]. Proposals must fall within the appropriate uses for sabbatical leaves as specified in Board Policy 2-3-1001(1). Attach the full proposal.*

**Conditions if Sabbatical Leave request is approved:**

1. I agree to execute the plan as described to my fullest ability. If a change in plans is made after approval, I shall submit a new plan in writing to my Department Chair, School Director, or Program Area Coordinator, and, upon unit level approval, to my Dean who will, contingent on college 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, Department Chair, School Director, or Program Area Coordinator, 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Required Materials:** (Submit materials to Department Chair/School Director/Program Area Coordinator)

1. This application form
2. Plan for Sabbatical Leave, including:
  - Objectives of project
  - Activities and timeline
  - Contributions to: knowledge in the discipline; applicant's professional growth; students' educational experiences; University's reputation
  - How the project relates to your on-campus responsibilities while also falling outside your current obligations to the university [see Board Policy 2-3-1001(3)]
  - Explanation of any time sensitivity (e.g., a need to complete the project during proposed dates)
3. Up-to-date Curriculum Vitae

Note: The applicant is entitled by Board Policy to respond at each level of the review process.

**Section 2: To Be Completed By Department Chair/School Director/Program Area Coordinator**

Approve     Disapprove

The Letter of Recommendation from the Department Chair/School Director/Program Area Coordinator should address the merits of the applicant's proposal according to standards of the academic discipline (see BP 2-3-1001[5] b), and explain how the applicant's instructional load, student advisement, and department/school/program, college, and university service commitments will be addressed.

\_\_\_\_\_  
Department Chair/School Director/Program Area Coordinator

\_\_\_\_\_  
Date

**Section 3. To Be Completed By Dean**

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, student advisement, and other duties of the faculty member will be addressed, including an account of why other provisions may not be made within the school/department/program area to absorb course delivery.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

**Section 4. To Be Completed By Provost**

Provost:                    Approve   Disapprove

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date