### **Faculty Name:**

### **Title of Project:**

### **Provide Summary of Project below.**

*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).* ***Cut and paste this summary directly into the Faculty Success Workflow****.*

**Required Materials**: (Submit the two documents below to Unit Leader via Faculty Success Workflow as an attachment.)

* 1. **Plan for Sabbatical Leave** (Word or PDF) to include the following:
		+ 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)
		+ Explanation of any additional compensation [see Board Policy 2-3-1001(6)(b)]
	2. **Up-to-date Curriculum Vitae** (You will auto generate this in Faculty Success)

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