



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

Academic Unit:

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 sabbatical:

Leave requested for (check one or both):

- Fall Year:
- Spring Year:

Title and Summary 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 to this form.

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 Unit Leader, 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, Unit Leader, 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, who will make it available to the CCHE upon request.

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 Unit Leader)

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)
 - Explanation of any additional compensation [see Board Policy 2-3-1001(6)(b)]
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 Unit Leader

Approve Disapprove

The Letter of Recommendation from the Unit Leader 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 academic unit, college, and university service commitments will be addressed.

Unit Leader Signature

Date

Section 3. To Be Completed By 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 academic unit to absorb course delivery.

Dean Signature

Date

Section 4. To Be Completed By Provost

Approve Disapprove

Provost Signature

Date