

**ROUTING SHEET**  
**APPLICATION FOR FACULTY SABBATICAL LEAVE**

**Applicant** \_\_\_\_\_

**Position/Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs **October 12, 2009**.) Action: \_\_\_ Eligible\_\_\_ Ineligible

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Personnel Committee** (Due to Department Personnel Comm. **October 19, 2009**.)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Chair** (Due to Department Chair **October 26, 2009**.) Please sign attached contract and include a budget and statement delineating any replacement costs to the institution.

Action: \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean of the College/School** (Due to Dean **November 2, 2009**.) Please sign attached contract.

Action: \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs **November 16, 2009** for collation.)

Action: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Faculty Personnel Committee** (Due to Faculty Personnel Committee **November 23, 2009.**)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provost** (Due to Provost **December 7, 2009.**)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPPLEMENTAL INFORMATION**  
**FOR APPLICATION FOR SABBATICAL LEAVE**

At the time the official application for sabbatical leave is made, the candidate shall attach one copy of a supplemental statement to the "Application and Contract for Sabbatical Leave" form. This supplemental statement should be from 250 to 500 words in length and should specify at least the following:

I. **Goals**

Begin with a general statement of what you plan to accomplish.

II. **Plans**

What do you plan to do precisely? In detail, identify specifics of your sabbatical project(s). Include any special arrangements and/or a general itinerary, if applicable.

Be as specific as possible, with explicit references to who, what, where, when, and how.

In detail, identify a fallback or contingency plan given that funding (personal, granted, or otherwise) does not materialize.

III. **Benefits**

What are the anticipated benefits to yourself, your students, your department, and the University?

IV. **Budgetary Data and Coordination**

Indicate project-related expenses anticipated during the sabbatical, including those for which State funding or outside grants are requested and those for which personal funding will be used.

Personal Professional Development Account (PPDA) funds will be awarded during sabbatical leave and may be used for appropriate professional travel as approved by the faculty member's department chair (see Article 9, Section B). Additional travel funds may be sought under the same restrictions as any other faculty travel request from that funding source, but may face additional scrutiny by the funding authority to assure it is for appropriate professional activities and clearly in keeping with the approved sabbatical plan.

During his/her review of the application, the applicant's Department Chair must attach to the application a proposed plan for replacement that includes a budget indicating cost and savings to the University. If a Department Chair is applying for sabbatical, the Department Chair shall develop a proposed plan for his/her replacement in consultation with the department faculty.

Attach a copy of current curriculum vitae.