

## REQUEST FOR SABBATICAL LEAVE

Consult the *Faculty Handbook* before completing this form.

Name \_\_\_\_\_ CWID # \_\_\_\_\_

Department \_\_\_\_\_ Date of initial appointment at UA \_\_\_\_\_

Semester(s) for which the leave is requested \_\_\_\_\_

Use the following headings to prepare your request.

1. **Previous Sabbatical Leave.** When was your previous sabbatical leave? What were the results and major benefits? Include a copy of your report of the leave.
2. **Proposed Sabbatical Plan—Brief Statement.** No more than a paragraph describing the project.
3. **Proposed Sabbatical Plan—Detailed Statement.** Please write your proposal in such a way it can be understood by colleagues in other disciplines. Avoid jargon and technical explanations that assume detailed knowledge of the subject matter. Proposals should be concise and limited to a maximum of two single-spaced pages.
  - (a) **Purpose.** Describe the specific objectives of your proposed leave.
  - (b) **Work To Be Accomplished.** Describe specifically what you plan to do and how you plan to accomplish it. Include a tentative schedule for the major steps in the project.
  - (c) **Anticipated Results.** What tangible results will the project have? How you plan to disseminate the results (e.g., book, journal article, exhibition, sharing of new pedagogical techniques or materials with peers)?
  - (d) **External Funding.** If you are in a discipline for which external funding is available describe your recent history of contract and grant activity and explain how the leave will enhance your ability to get funding in the future.
  - (e) **Justification.** Explain how the proposed work could not be done through the existing workload and release time for research and scholarly activity.
4. **Supporting Documents**
  - (a) Your curriculum vita.
  - (b) If your project involves access to restricted facilities or affiliation with other universities, please append letters granting support from the relevant authorities.

If there is a change in the proposed plan for any reason, a revised application must be submitted.

**Chairperson's Recommendations**

Approval for the request is \_\_\_\_\_ recommended  
\_\_\_\_\_ not recommended  
for the following reasons:

The applicant's normal duties can be covered in the following manner:

Budgetary adjustments will be needed as follows:

Among the \_\_\_\_\_ applications for leave from this department,  
I rank this one number \_\_\_\_\_ in priority.

Signed \_\_\_\_\_  
Chairperson  
\_\_\_\_\_ Date

**Dean's Recommendations**

Approval for this request is \_\_\_\_\_ recommended  
\_\_\_\_\_ not recommended

for the following reasons:

Budget needs \_\_\_\_\_ can be met by the College  
\_\_\_\_\_ cannot be met by the college

Signed \_\_\_\_\_  
Dean Date

**Provost's Recommendation**

Approval for the request is \_\_\_\_\_ recommended  
\_\_\_\_\_ not recommended

for the following reasons:

Signed: \_\_\_\_\_  
Provost Date