



Application for Sabbatical Leave

Name and title of applicant:

Department:

Campus box:

Phone number:

Date of original hire/years of service to ISU (if not continuous, please explain):

Period of proposed leave (month/year to month/year):

Compensation while on sabbatical leave shall be for one semester or one-half salary for two semesters (choose one):

For one semester (full salary).

For two semesters (half salary).

Is this sabbatical leave dependent on acquiring external funding?

No.

Yes.

If Yes, please answer the following:

- Projected amount and source of external funding to support this sabbatical leave (if any):
- Contingency plan in the event that anticipated external funding is not received:

Summary of aims and objectives for the proposed leave (use space below, 200-word limit):

I accept and will conform to all institutional provisions and policies concerning sabbatical leaves and agree to notify the Provost and Vice President for Academic Affairs, and the Dean of any proposed deviations from them.

Signature: _____

Date: _____



Proposal Instructions

Your sabbatical request must include the application page information above. It must also include a proposal document addressing all points in the sections below. Format your document to be single-spaced, using no smaller than 11-point font.

- 1. Description of the proposed work.** This section of the proposal should provide a thorough yet concise description of the proposed work to be done while on sabbatical leave. This section is to be no longer than four (4) pages. The format of this section is up to the applicant, but must address:
 - Aims and objectives of the sabbatical.
 - Expected work to be completed and benefits for the applicant and university.
 - A timeline for completing the work, including dates and sites.
 - Feasibility of sabbatical project and likelihood of completion.
 - Any other relevant information, including names of collaborators, etc.
- 2. Record of accomplishment.** This section of the proposal should include:
 - An up-to-date CV highlighting accomplishments since previous sabbatical leave or, if no previous sabbatical leave, since beginning appointment to the faculty.
 - A narrative statement (one-page maximum) of teaching, research/creative activities, and service since last sabbatical leave or, if no previous sabbatical leave, since beginning appointment to the faculty. In this statement, address how your record is relevant to your sabbatical proposal.
 - If you have been awarded a previous sabbatical, please include proposed topic/project and a copy of the report(s) from all previous sabbaticals that went to your department chair and was forwarded to the administration, and indicate the date(s) of previous sabbatical leave(s).
- 3. Assurances and recommendations:** Applications must include the endorsement of the faculty member's department chair. Where relevant, attach support documentation (e.g., letters of support, agreements, and contracts from collaborators, sponsors, institutions, etc.; publisher's agreements and contracts; book outlines or prospectuses).

Reminder: At the conclusion of the sabbatical, the recipient is to submit a substantive report of sabbatical activities to the department chair, dean, and the provost. Sabbatical recipients are also expected to offer a presentation about their sabbatical activities. These presentations are typically organized at the department level and made available to the broader college or university community.