



Sabbatical Leave Application Form

APPLICANT INFORMATION

Faculty Name:

Program/School:

Date of Previous Sabbatical:

Length of Previous Sabbatical:

Length and dates of Sabbatical Leave Requested (beginning in the next academic year):

- 10 Month Sabbatical Leave (September 1 - June 30)
- 6 Month Sabbatical Leave (January 1- June 30)
- 4 Month Sabbatical Leave (September 1- December 1)

SUMMARY DESCRIPTION *of sabbatical activities (100 words max)*

DETAILED DESCRIPTION *of sabbatical activities including the following:*

Research Proposal & Objectives | Location & Timeline | Applicability to Practice & Field of Inquiry
| Outcomes and/or Dissemination | *(5 page max)*

CHECKLIST

- Complete Application Form
- Current CV
- Detailed Description
- Support Materials

SIGNATURES

Faculty Applicant: _____

Date: _____

School Chair: _____

Date: _____

FPAC Chair: _____

Date: _____

Sabbatical Leave Ranking Matrix

	High	Medium	Low	Not Eligible
1. Research Proposal & Objectives	Demonstrates a high level of engagement in activities that will advance the applicant's creative and professional practice with clearly articulated objectives.	Demonstrates engagement in activities that will advance the applicant's creative and professional practice with some articulated objectives.	Proposal has potential but not clearly articulated, or proposed activities are not deemed to lead to the applicant's advancement due to unclear statement of objectives.	Proposal demonstrates no advancement of applicant's creative and professional practice. Objectives not stated.
2. Location & Timeline	Location is suitable, timeline is focused, and sabbatical duration is realistic. All aspects are attainable and highly aligned with objectives.	Location, timeline, and sabbatical duration are suitable and well aligned with objectives.	Location is inadequate, timeline is not optimized for achieving objectives, and/or sabbatical duration is not suitable.	Location is not suitable to objectives nor clearly stated, timeline is undefined and/or may not be achievable.
3. Applicability to Practice & Field of Inquiry	Significant advancement of applicant's practice and significant contribution to their field of inquiry.	Some advancement of applicant's practice and some contribution to their field of inquiry.	Minimal advancement of either applicant's practice or their field of inquiry.	No discernible, or unclear, advancement of either applicant's practice or their field of inquiry.
4. Outcomes and / or Dissemination	Outcomes and/or dissemination opportunities that significantly enhance the applicant's profession and contribution to the college and community.	Outcomes and/or dissemination opportunities that enhance the applicant's profession and contribution to the college and community.	Outcomes and/or dissemination opportunities do not appear to be fully achievable. Vague evidence of enhancement of profession, or contribution to college or community.	Outcomes and/or dissemination opportunities not stated or undefined. Indiscernible enhancement of profession, or contribution to college or community.
5. Support Materials	Support materials are substantial and indicate a high degree of initial research and planning.	Support materials indicate initial research has been undertaken.	Limited support materials with limited relation to proposed activities.	No support materials provided.