

## ***SABBATICAL REQUEST FORM***

Name

Date

Title of proposal

Semester preferred for leave:

1. Give a narrative explaining the type, scope and objectives of the project as well as the means of completion and time-line (two page maximum).
2. Explain the value of the project to specific aspects of your professional development goals.
3. Explain why the project is of a scale that warrants a sabbatical leave as opposed to, for instance, a summer development grant.
4. Briefly describe previous grants (internal and external) and your follow-through on them.

Attach the following supporting documents

- Evidence of necessary advance set-up work, including letters indicating support from any external sites or individuals upon whom the research or project depends and evidence of preparatory research or other work that indicates investment in and preparedness to undertake the proposed project
- A brief letter from the coordinator of your department, acknowledging that the sabbatical request and the impact on the department and course offerings has been discussed and that your plan for covering courses, taking care of advisees, and other departmental obligations is in accord with departmental expectations
- An updated c.v. and copies of your two most recent Professional Activity Forms

*Revised 05/07*