

## SABBATICAL LEAVE APPLICATION

### I. INFORMATION

1. Name:
2. Faculty Status (Rank and Department):
3. Title of Sabbatical Project:
4. Time requested: \_\_\_\_ fall semester \_\_\_\_ spring semester \_\_\_\_ academic year

### II. ATTACHMENTS

1. Abstract. Type three or four sentences to describe your project in **lay language**, assuming that your readers are colleagues in another discipline.
2. Project description. Type a detailed description of your sabbatical project using as an outline the Guidelines on the second page of this application form.
3. A current curriculum vitae, which should include the following:
  - a. Educational history
  - b. Professional history
  - c. Previous leaves (including dates and sources of support)
  - d. Publications and professional activity

(Note: The Dean's Office will provide Faculty Interests a copy of the applicant's previous successful application and post-sabbatical report.)

**The signature of the department head signifies that the department head has read the sabbatical application, reviewed and discussed it with the candidate. If the proposal is not submitted to the department head by September 1 it has not met requirements for proposal submission so may be judged non meritorious.**

\_\_\_ I have read and reviewed the candidate's sabbatical proposal.

\_\_\_ I have discussed the sabbatical proposal with the candidate.

Department Head Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Date and Department Head's Signature**

**DUE IN THE DEAN'S OFFICE ON SEPTEMBER 15.**

Faculty eligible for sabbatical are invited to attend one of the Faculty Interests Committee Sabbatical information meetings the Spring prior to application. The following steps **must be met** by sabbatical candidates **by the stated deadlines** for one to be eligible for sabbatical:

1. Address ALL areas listed in the Sabbatical Leave Application Form proposal guidelines below. (Incomplete proposals will be judged non meritorious.)
2. Submit proposal to department head by September 1.
3. Discuss and review proposal with department head and obtain signature (this may mean rewriting/reworking and resubmitting a proposal to the department head before the September 15 Dean's office deadline).
4. Submit proposal to Dean's office by September 15.

### **Sabbatical Leave Application proposal guidelines**

#### 1. Project Proposal

- a. Describe your project.
- b. What is the anticipated result?
- c. Demonstrate that the plan is realistic and manageable for one semester or one year.

#### 2. How does this proposal fit into your long-term plan for professional growth?

- a. Relate this proposal to your past scholarly work, including any previous sabbaticals.
- b. What contribution will your sabbatical make to your profession? Are there anticipated conference presentations, performances and/or publications?

#### 3. How will your sabbatical contribute to the educational mission of Luther College?

- a. Will this project make you more effective in the classroom?
- b. Will the college benefit in other ways?

#### 4. If the project includes off campus research or residency, provide documentation showing that all arrangements have been made.

5. If the sabbatical is dependent on working with an organization, the sabbatical application must include a letter from a representative of that organization indicating his or her agreement with the sabbatical project arrangements. If a letter is not submitted with the proposal, or not indicated that it is expected, the proposal will be judged non meritorious.

6. Project proposals involving human subjects must include documentation of approval from the Human Subjects Review Board (HSRB) at Luther College and other relevant institutions indicating compliance with the guidelines established for the protection of human research subjects. The complete Guidelines for the Protection of Human Research Subjects documentation are available in the Office of the Dean of the College. If HSRB is not submitted with the proposal the proposal will be judged non meritorious.

#### 7. Discuss the nature of any supplemental funds you are seeking to help complete the project.