

# ROUTING SHEET

## APPLICATION FOR FACULTY SABBATICAL LEAVE

**Applicant** \_\_\_\_\_

**Position/Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs October 13, 2008) Action: \_\_\_ Eligible\_\_\_ Ineligible

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Personnel Committee** (Due to Department Personnel Comm. October 20, 2008)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Chair** (Due to Department Chair October 27, 2008) (Please sign pink contract and include a statement delineating any replacement costs to the institution.)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean of the College/School** (Due to Dean November 3, 2008) (Please sign pink contract attached.)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs November 17, 2008 for collation)

Action: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Faculty Personnel Committee** (Due to Faculty Personnel Committee November 24, 2008)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provost** (Due to Provost December 8, 2008)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPPLEMENTAL INFORMATION**  
**FOR APPLICATION FOR SABBATICAL LEAVE**

At the time the official application for sabbatical leave is made, the candidate shall attach one copy of a supplemental statement to the "Application and Contract for Sabbatical Leave" form. This supplemental statement should be from 250 to 500 words in length and should specify at least the following:

I. **Goals**

Begin with a general statement of what you plan to accomplish.

II. **Plans**

What do you plan to do precisely? In detail, identify specifics of your sabbatical project(s). Include any special arrangements and/or a general itinerary, if applicable.

Be as specific as possible, with explicit references to who, what, where, when, and how.

In detail, identify fallback or contingency plan given that funding (personal, granted, or otherwise) does not materialize.

III. **Benefits**

What are the anticipated benefits to yourself, your students, your department, the University.

IV. **Budgetary Data and Coordination**

- (A) The applicant should indicate project-related expenses anticipated during the sabbatical, including those for which State funding or outside grants are requested and those for which personal funding will be used.
- (B) If you intend to apply for any University-related funds, you must indicate this in your plan.
- (C) In the OUS Financial Rules, travel funds while on leave are limited to extraordinary circumstances. To comply with the intent of this rule, funding for travel during sabbatical must be approved when the initial application is approved. Travel not identified during that approval process will not be considered. This includes funds from the Provost's Office and funds from Article 9 of the APSOU/SOU Collective Bargaining Agreement.
- (D) During his/her review of the application, the applicant's Department Chair must attach a proposed plan for replacement including direct cost to the institution if any. If a Department Chair is applying for sabbatical, the Department Chair should develop a proposed plan for his/her replacement in consultation with the department faculty. These proposals are to be attached to the application.