

Anderson University
APPLICATION FOR SABBATICAL LEAVE
For Academic Year 2014-15

Due from faculty to department chair by **October 25, 2013**;
Forwarded by chair to college or school dean by November 1, 2013;
Forwarded by college or school dean to provost by November 8, 2013

APPLICANT INFORMATION

Last Name _____ First _____

Department _____ Academic Rank _____

Would this be your first sabbatical leave? YES ___ NO ___

If YES, how many years of employment will you have completed at AU? _____

If NO, what was the date of your most recent sabbatical? _____

How many years of full-time equivalent employment have you completed since this most recent sabbatical?

Did you submit a report of your previous sabbatical leave? YES ___ NO ___

TYPE OF LEAVE REQUESTED

___ Two semesters (academic year), half pay

___ One semester, full pay, Fall

___ One semester, full pay, Spring

___ Have you applied for external support during the same period for this project? Is so, please include a description of any fellowship or grant or other arrangement which will aid in financing or otherwise supporting the proposed project.

THE APPLICANT SHALL PROVIDE

Description

- detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work-not to exceed 3 pages, double-spaced;
- concise 100 word abstract of the project;
- relationship of project to the mission of Anderson University;
- statement of the project's benefit to the University in one or more of the following ways (not listed in rank order): scholarly, creative, and/or professional advances; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area;

Methodology

- methodology to be utilized in meeting the goals and objectives of your project;
- If animal or human subjects are involved in the project:
___ Is appropriate committee clearance attached?
___ If not attached, indicate date application was made.

Timeline

- evidence of the applicant’s ability to complete the project;
- time-lines for the completion of the project;
- plan for dissemination of the project’s results;

NOTE: As addenda to the three-page project description, you may attach documentation that is pertinent to the feasibility of the project (current vita, letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant’s file, etc.). General letters of recommendation are not needed.

ENDORSEMENT BY DEAN and DEPARTMENT CHAIR

APPLICANT

I hereby make the above application and submit the attached sabbatical plan.

I accept the following conditions:

1. make every reasonable effort to fulfill the terms of the sabbatical;
2. return to Anderson University for 4 semesters following the academic year in which the sabbatical occurred (or reimburse the university per the terms articulated in the guidelines); and
3. submit a written report on the results of my project with the Dean within 30 days after the beginning of the semester following the sabbatical leave.

Applicant’s signature _____ date _____

DEPARTMENT CHAIR and DEAN

Please obtain the following signatures:

_____ Suitable arrangements can be made so as not to disrupt seriously the continuing course offerings of the Department or the functioning of the unit.

_____ The continuing course offerings of this Department or the functioning of the unit will be seriously disrupted if the applicant is granted a sabbatical leave.

Department Chair _____ date _____

Dean _____ date _____