
APPLICATION FOR SABBATICAL LEAVE
(Refer to Section 15.4 of the Faculty Association Agreement)

I. Name _____ Date _____
Department _____ Ext. No. _____
Home Address _____ Home Phone _____

II. Application for leave during the following (*indicate semester and/or year*):

Fall Spring Full Year

III. Number of years of faculty service (*minimum of 5 years required*) _____

IV. Year your tenure at LSSU was earned (*tenure required*) _____

V. Semester or year of last sabbatical (*if applicable*) _____
(*minimum of 5 years since last sabbatical required*)

VI. I agree to return to the University and to provide a complete written report (electronic) to the Provost upon the completion of my sabbatical semester(s) as denoted in section 15.4 of the Faculty Associate Contract.

Signature of Faculty Applicant Date

VII. Signature of your Dean indicating his/her awareness of the application:

Signature of Dean Date

VIII. Attachments:

- a. Title and Description of Sabbatical Project (Required and described on the next page)
- b. Support Documents (Optional but strongly suggested)
- c. Curriculum Vitae (Required)

Title and Description of Sabbatical Project.

Provide a document that describes your proposed sabbatical activities. The document should include at a minimum the following components:

- *Project Abstract/Executive Summary:* A summary of the sabbatical project and outcome (150 word maximum).
- *Project Description:* A detailed description of the sabbatical project with the following sections:
 - *Introduction:* Provide an introduction to the topic/field of study.
 - *Background:* Provide information regarding previous work/activities related to the project.
 - *Outcome:* Describe the work to be completed and state the specific outcome(s) of the project. This section must address at least one of the following.
 - i. The strength of the relationship between the sabbatical leave proposal involving applied or theoretical research related to professional activities and the advancement of knowledge within disciplinary areas.
 - ii. The strength of the relationship between the sabbatical leave proposal involving an external, professionally-related experience/study in a business, industrial, health care, scientific or educational setting and the improvement of instructional/professional activities at the University.
 - iii. The strength of the relationship between the sabbatical leave proposal involving travel or advanced study and its yield in improving the quality of instruction at the University.
 - *Timeline:* Provide a timeline for the proposed project activities.