

BRADLEY UNIVERSITY  
SABBATICAL LEAVE APPLICATION

- 1. NAME \_\_\_\_\_ RANK \_\_\_\_\_
- 2. DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_
- 3. DATE OF INITIAL FULLTIME EMPLOYMENT AT BRADLEY \_\_\_\_\_
- 4. DATE OF LAST SABBATICAL LEAVE \_\_\_\_\_
- 5. NUMBER OF PREVIOUS LEAVES AT BRADLEY \_\_\_\_\_
- 6. PREFERRED TIME OF SABBATICAL LEAVE \_\_\_\_\_
- 7. TITLE OF PROPOSED PROJECT \_\_\_\_\_

8. TYPE OF SABBATICAL LEAVE: Research/Creative Project \_\_\_\_, Further Studies \_\_\_\_, Prof. Experience \_\_\_\_,  
Other (please specify) \_\_\_\_\_

9. CENTRAL FOCUS OF SABBATICAL LEAVE: Publications \_\_\_\_, Teaching Improvement \_\_\_\_, Academic Degree \_\_\_\_,  
Development of new areas of expertise \_\_\_\_, Other (please specify) \_\_\_\_\_

10. BRIEF, NON-TECHNICAL ABSTRACT OF SABBATICAL PROPOSAL (Please attach a fully developed proposal. See reverse side for guidelines.)

11. PLACE(S) WHERE WORK IS TO BE ACCOMPLISHED \_\_\_\_\_

12. DECLARATION: I understand that if I am granted a sabbatical leave, I will not be allowed to engage in other gainful employment without the recommendation of my College Dean and the approval of the Provost and Vice President for Academic Affairs. (Normally, other gainful employment will be approved if it enables the faculty member to advance the objectives of the sabbatical leave in ways not otherwise possible. Total compensation in excess of budgeted University salary is permissible if it is necessary to fund additional expenses related to the sabbatical leave.)

I agree to give at least one year's service to the University following completion of the leave or repay the amount of compensation I received during my sabbatical leave to the University. Further, I agree to file a written report as specified in the Faculty Handbook, with the Chair, the Dean and the Provost and Vice President for Academic Affairs upon completion of my sabbatical leave.

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

13. SUBMISSION DEADLINES AND APPROVALS

Sept. 4 – to Chair or Director \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Sept. 11 – to College Sabbatical Leave Committee \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Sept. 25 – to Dean \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Oct. 5 – to University Sabbatical Leave Committee \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Rank \_\_\_\_\_ / \_\_\_\_\_

Nov. 6 – to Provost and Vice President for Academic Affairs \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Dec. 1 – to President \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Dec. 8 – Notification to Applicant

**BRADLEY UNIVERSITY  
SABBATICAL LEAVE APPLICATION**

**CHAIR:** Submit this form along with Form I by September 11 to your College Sabbatical Leave Committee or by October 5 to your Dean, if no such committee exists in your college.

1. Applicant's name \_\_\_\_\_
2. Does the applicant's request fit into department overall plan for sabbatical leaves?
3. How will the applicant's project contribute to the department and its goals?
4. Comments and supporting information (please be specific as to your support).
5. How will the department effectively compensate for the applicant's absence? What will be the estimated cost to the University?
6. Among the \_\_\_\_\_ faculty in this department who have applied for sabbatical leaves for \_\_\_\_\_, I would rank this application \_\_\_\_\_ priority.  
(year) (1, 2, 3)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

## **SUGGESTED ORGANIZATION AND CONTENT OF A FULLY DEVELOPED PROPOSAL FOR SABBATICAL LEAVE**

The policy statement on sabbatical leave is covered in the Faculty Handbook, Chapter 2, section B.2.e at <http://www.bradley.edu/academics/fachandbook/>. The following format of a fully developed proposal is suggested for consistency in the review and evaluation process. Uniqueness of your area of expertise and discipline may require additional disclosures of different organization and content. Please attach your proposal to FORM I of your application.

- 1. Title of sabbatical project**
- 2. Applicant's name, rank, department, college**
- 3. Objectives of the proposed sabbatical**
- 4. Significance of the project (e.g. publication, presentation, exhibitions, performances, teaching improvement, new course, etc.)**
- 5. Value of project (e.g. to applicant, Bradley students, department, university, etc.)**
- 6. Timetable of contemplated activities (give time, place(s) and activities, itinerary, etc.)**
- 7. Resources required and arrangements made (e.g. computers, library, supplies, assistants, duplication, housing, travel, etc.; describe needs and arrangements made including letters of permission to use outside facilities)**
- 8. Compensation and additional expenses**
  - a. Compensation, if any, that will be received from external organization or agency. Please attach written agreements with outside organization **that are an integral part of the sabbatical plan.**
  - b. **Additional expenses that will be incurred by applicant (e.g. transportation, housing, equipment, data sources, surveys, etc.)**
- 9. Previous work in the areas of your proposal (if new area, please explain.)**
- 10. Detailed description and documentation of project (background, technical description, research design and methodology, bibliography, etc.)**
- 11. Appendices**
  - a. **Applicant's current resume**
  - b. **Any written agreement with and/or permission from outside organizations**
  - c. **Copy of the reports of the previous sabbatical leaves**
- 12. Other pertinent information the applicant wishes to provide**