**Sabbatical Application**

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| ***Applicant:***  *Please complete all sections using non-specialist language and submit electronically to your Department/Program Chair. The application must include this form, a full and up-to-date curriculum vitae, and your most recent sabbatical report (if applicable).*  *If your research plans or the date of your requested sabbatical change at a later date, please notify the Office of the Dean of Arts & Science.* | ***Department/Program Chair:***  *Please forward the application by e-mail to the Office of the Dean of Arts & Science, indicating that you have reviewed this sabbatical application, for information only, and made it available to the Departmental/Program Personnel Committee for review, for information only.* |

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| **Date Submitted:** |
| In accordance with Section IV.13 of the Collective Agreement, the following information is required: |
| **Name:** |
| **Department/Program:** |
| **Academic Year of Sabbatical:** |
| **Full Year, Fall Term, or Winter Term:** |

**1)** **Provide a statement of your plans for the proposed sabbatical. Include a discussion of the nature of the proposed research project(s). Also list the location(s) of the proposed research project(s).**

**2)** **Explain in what ways this proposed research project(s) relates or contributes to your ongoing and current research and scholarly development.**

**3)** **Report on all research activities since your most recent sabbatical (or for new faculty, your research and scholarly activities since time of appointment).**

**4)** **Describe where you intend to disseminate the results of your proposed research project(s).**

**5)** **Describe any other research-related activities you plan to engage in (for example, attending conferences, conference presentations, visiting lecturer, publications, and peer review responsibilities).**

**6)** **Provide details on any grant applications you have made or intend to make, including agency names, and amount(s) requested, and dates that responses are expected.**

**7)** **If you anticipate any other remuneration/funding/payment for consultant or other work, please provide details.**

**8)** **If you are currently supervising graduate students, or are currently on any graduate supervising committees, explain the steps or plans that will be taken to ensure students’ completion is not delayed by the sabbatical.**