

Application for Sabbatical Leave

Part I. Basic Data

Name	Department
Rank	Number of Semesters since Last Sabbatical Leave
Highest Earned Degree/Date	Date of Employment
Previous Sabbatical Leaves Granted to you by Eastern (term and year)	

Part II. Nature of the sabbatical for which you are applying:

1. Academic year of leave: 20__ to 20__
2. Type of leave (mark one): Fall semester only: full pay _____ Spring semester only: full pay _____ Fall and Spring: full leave and half pay _____ Fall and Spring: half leave and full pay _____

Part III. Applicants must attach detailed statements describing:

1. What was accomplished during prior leave(s).
2. The Sabbatical Leave Project. This statement must include the purpose(s), objectives, and plan for achieving these objectives. If employment is contemplated (such as part-time teaching, outside funded research, consulting) during the period of the sabbatical leave, this should be clearly stated in this application.
3. How the Sabbatical Leave project will contribute to the strengthening of the applicant's contributions to the teaching, research, or service functions of the department, college, and institution.

Part IV. Employment while on Sabbatical Leave:

If employment is contemplated (such as part-time teaching, outside funded research, consulting during the period of the sabbatical leave, this should be clearly stated in the application.

1. An applicant approved for a sabbatical at full salary for a semester is limited to the equivalent of one consultant day per week. Requests for outside employment forms are to be completed and filed through customary channels.
2. An applicant approved for an academic year sabbatical at one-half salary is limited to no more than one-half time employment (such as part-time teaching, outside funded research, consulting) during the period of the sabbatical. An applicant planning up to one-half time employment should describe in the application for a sabbatical the nature of the employment and the projected salary during the period of employment. Requests for outside employment forms are to be completed and filed through customary channels.

Part V. Agreement:

I understand that if this application is approved, I must carry out the plan as set forth or receive approval for modifications from my College Sabbatical Review Committee. I also agree to file with the President of the University, through customary channels, a comprehensive, open-file report setting forth which was accomplished. This report is due within two months upon return to contractual assignment. Finally, I agree either to return to Eastern at the conclusion of the sabbatical for a minimum of one academic year or to immediately reimburse the University in full for the salary received and the fringe benefits paid during the leave.

Signature/Date

Approval Recommended by:

Department Chair

Date

Dean

Date

Vice President, Academic Affairs and Research