

## College of Arts, Sciences, and Business Sabbatical Leave Application 2018-2019

Please submit this form and accompanying materials (C.V., detailed project description, and department chair's statement) to the College of Arts, Sciences, and Business, 118 Fulton Hall or [CASB@mst.edu](mailto:CASB@mst.edu), on or before **Friday, October 13, 2017**.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Faculty rank: \_\_\_\_\_ Initial tenure-track appointment (year): \_\_\_\_\_  
Date of tenure (year): \_\_\_\_\_ Dates of previous sabbatical leaves from S&T (if any): \_\_\_\_\_  
Sabbatical option preferred:

\_\_\_\_\_ Two-semester sabbatical (Fall 2018 & Spring 2019) at half-salary

\_\_\_\_\_ One-semester sabbatical at full salary. Circle one:    Fall 2018    Spring 2019

Please attach a current CV and a detailed description of your sabbatical work plan, including the following:

- a. A brief (<500 words) description of the objectives of this sabbatical leave
- b. Timetable for sabbatical leave activities
- c. Travel necessary to implement work plan (if any)
- d. Expected professional/scholarly outcomes resulting from the sabbatical
- e. Contributions you can make to your department, college, S&T community, and/or profession at large that will result from your sabbatical leave
- f. How your on-campus obligations (ex. student advising, committee assignments, etc.) may be met in your absence. [Please note: you are not responsible for finding your own replacements, but outlining your responsibilities will help your supervisor to anticipate those needs.]

If any of the following are relevant to your sabbatical application, please include this information as well:

- g. Copy of invitation from other university or industry partner
- h. Statement of assurance from your sponsor that appropriate facilities are available to you to conduct your sabbatical leave activities
- i. Indication if and to what extent this sabbatical is externally funded

Please attach a brief statement of endorsement from your department chair describing the merits of the proposed leave and how your faculty duties will be covered in your absence.

Signatures:

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Faculty Member

Date

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Department Chair

Date

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Vice Provost and Dean

Date

approve/disapprove