

APPLICATION FOR SABBATICAL LEAVE

**PART I: To be completed by the Applicant and submitted to the Department Head by October 1.
The Department Head will review the application and forward the application and his or her
recommendations to the Office of the Provost by November 1.**

I. Name: _____ Date: _____

II. Dates of Last Sabbatical Leave (if any): _____ to _____
(dates)

III. Dates of the Sabbatical Leave Requested: _____ to _____
(dates)

IV. Title of Proposal: _____

V. Summary/Abstract for non-specialists (< 200 words):

VI. Describe the purpose of the sabbatical leave (see Part II of this application).

VII. Attach a current CV and any other supporting documents such as invitations from collaborators, host universities or institutions (libraries, labs, etc.).

VIII. Is the sabbatical project dependent on a grant, outside funding or permission/permits that have not yet been granted? If so, please describe these in detail on an attached sheet, including the anticipated date for notification thereof.

____yes

____no

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IX. I hereby formally request a sabbatical leave for the period indicated above. My sabbatical leave plan is attached. I have read the Trustees' and University's sabbatical leave policies and agree to comply therewith, including, if my sabbatical leave is approved, submission of a final sabbatical report to the President and Trustees upon completion of my sabbatical leave. I acknowledge that failure to achieve the goals specified in my sabbatical leave plan will disqualify me from eligibility for subsequent sabbaticals according to Colorado State Statute 23-5-123. Further, I expressly understand and agree that I must reimburse the University and Trustees for all salary, benefits and other compensation received while on sabbatical leave if I fail to return to the University for a full year of employment upon completion of my sabbatical leave.

Applicant Signature: _____ Date: _____

Recommendation/Comments by Department Head (due to Office of the Provost by November 1):

____ Recommend approval ____ Do not recommend approval

Comments:

(Department Head)

(Date)

Recommendation/Comments by Chair of the Sabbatical Committee:

____ Recommend approval ____ Do not recommend approval

Comments:

(Chair, Sabbatical Committee)

(Date)

Recommendation/Comments by Provost:

____ Recommend approval ____ Do not recommend approval

Comments:

(Provost)

(Date)

Action by President:

____ Approved ____ Not Approved

(President)

(Date)

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Part II: These questions are based on the procedures and criteria for sabbatical leaves outlined in the *CMU Professional Personnel Employment Handbook*, September 15, 2004 (and subsequent revisions), Section V. A., and will be used as the evaluation criteria by the Sabbatical Committee. Point totals are indicated for each criterion. Please limit Part II to no more than 5 pages.

Merit of proposal

- a. Describe the project and the scholarly aspects to be explored within the project. Scholarship description may be based upon Boyer's Model of Scholarship or CMU's Teacher-Scholar Philosophy Statement if desired. (Please see CMU's Sabbatical website for more details) (30 pts)
- b. Clearly describe overall goals and specific objectives. Specific objectives should include projected publications/presentations/performances. (10 pts)
- c. Describe how your skills and background will enable you to undertake the project or describe your plan to acquire these skills before the leave and any contacts that you have made to develop these skills. (10 pts)
- d. Include here a timeline as to where and when tasks will be accomplished. (10 pts)

Benefits to the University

- a. Describe the professional development that will occur with the activities of the sabbatical, including impacts to scholarship and teaching. (10 pts)
- b. Describe contributions to the educational experience of students that will occur during or after the sabbatical leave. You should include both enriching opportunities for student scholarship and enhancing the general learning environment (i.e., new material, new methodology, or new courses). (10 pts)
- c. Describe how the sabbatical will enhance the knowledge to the field or for the profession. (5 pts)
- d. Describe planned outreach. For instance, how will you increase awareness of the scholarly activity and/or CMU by the general public (faculty colloquium presentation, press release, press coverage, articles for the popular press, performances or seminars that are open to the public, etc.). (5 pts)

Time since last leave

How long have you been in a sabbatical-eligible position at CMU or how long has it been since your last sabbatical if you have taken one? (10 pts)

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Sabbatical Applicant Name: _____

PART III: To be completed by the Applicant's Academic Department Head and submitted directly to the Provost:

Description of Course Coverage if Sabbatical Leave Approved by Board of Trustees (check all that apply):

_____ Not offer coursework for sabbatical term

_____ Use courses through Colorado Consortium

_____ Use department funds (estimated amount)

_____ Use other funding sources. If checked, please indicate source and estimated amount:

_____ (source(s))

\$ _____
(amount)

_____ Apply for funds from central administration pool. If checked, estimate amount that is requested: \$ _____
(amount)

Other information related to request:

Requested by: _____ Date: _____
Department Head

Approved /Not Approved: _____ Date: _____
Provost, Chief Academic Officer