

**Anderson University**  
**APPLICATION FOR SABBATICAL LEAVE**  
**For Academic Year 2012-13**  
Due to Department Chair by October 17, 2011

**APPLICANT INFORMATION**

Last Name \_\_\_\_\_ First \_\_\_\_\_

Department \_\_\_\_\_ Academic Rank \_\_\_\_\_

Would this be your first sabbatical leave? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, how many years of employment will you have completed at AU? \_\_\_\_\_

If NO, what was the date of your most recent sabbatical? \_\_\_\_\_

How many years of full-time equivalent employment have you completed since this most recent sabbatical?  
\_\_\_\_\_

Did you submit a report of your previous sabbatical leave? YES \_\_\_\_\_ NO \_\_\_\_\_

**TYPE OF LEAVE REQUESTED**

\_\_\_\_ Two semesters (academic year), half pay

\_\_\_\_ One semester, full pay, Fall

\_\_\_\_ One semester, full pay, Spring

\_\_\_\_ Have you applied for external support during the same period for this project? Is so, please include a description of any fellowship or grant or other arrangement which will aid in financing or otherwise supporting the proposed project.

**THE APPLICANT SHALL PROVIDE**

**Description**

- detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work-not to exceed 3 pages, double-spaced;
- concise 100 word abstract of the project;
- relationship of project to the mission of Anderson University;
- statement of the project's benefit to the University in one or more of the following ways (not listed in rank order): scholarly, creative, and/or professional advances; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area;

**Methodology**

- methodology to be utilized in meeting the goals and objectives of your project;
- If animal or human subjects are involved in the project:  
\_\_\_\_ Is appropriate committee clearance attached?  
\_\_\_\_ If not attached, indicate date application was made.

**Timeline**

- evidence of the applicant's ability to complete the project;
- time-lines for the completion of the project;
- plan for dissemination of the project's results;

NOTE: As addenda to the three-page project description, you may attach documentation that is pertinent to the feasibility of the project (current vita, letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.). General letters of recommendation are not needed.

**ENDORSEMENT BY DEAN and DEPARTMENT CHAIR**

Forwarded to Dean's Office by November 1, 2011

**APPLICANT**

I hereby make the above application and submit the attached sabbatical plan.

I accept the following conditions:

1. make every reasonable effort to fulfill the terms of the sabbatical;
2. return to Anderson University for 4 semesters following the academic year in which the sabbatical occurred (or reimburse the university per the terms articulated in the guidelines); and
3. submit a written report on the results of my project with the Dean within 30 days after the beginning of the semester following the sabbatical leave.

Applicant's signature \_\_\_\_\_ date \_\_\_\_\_

**DEPARTMENT CHAIR and DEAN**

Please obtain the following signatures:

\_\_\_\_\_ Suitable arrangements can be made so as not to disrupt seriously the continuing course offerings of the Department or the functioning of the unit.

\_\_\_\_\_ The continuing course offerings of this Department or the functioning of the unit will be seriously disrupted if the applicant is granted a sabbatical leave.

Department Chair \_\_\_\_\_ date \_\_\_\_\_

Dean \_\_\_\_\_ date \_\_\_\_\_