BRADLEY UNIVERSITY
SABBATICAL LEAVE APPLICATION

1. NAME ______________________________________________________ RANK __________________

2. DEPARTMENT ______________________________________________ COLLEGE _____________

3. DATE OF INITIAL FULLTIME EMPLOYMENT AT BRADLEY ______________________________

4. DATE OF LAST SABBATICAL LEAVE ________________________________________________

5. NUMBER OF PREVIOUS LEAVES AT BRADLEY _______________________________________

6. PREFERRED TIME OF SABBATICAL LEAVE ___________________________________________

7. TITLE OF PROPOSED PROJECT ____________________________________________________

8. TYPE OF SABBATICAL LEAVE: Research/Creative Project ____, Further Studies ____ , Prof. Experience ____ ,
   Other (please specify) ______________________________________________________________________________________

9. CENTRAL FOCUS OF SABBATICAL LEAVE: Publications ____, Teaching Improvement _____ , Academic Degree ____ ,
   Development of new areas of expertise ______ Other (please specify) _________________________

10. BRIEF, NON-TECHNICAL ABSTRACT OF SABBATICAL PROPOSAL (Please attach a fully developed proposal. See
    reverse side for guidelines.)

11. PLACE(S) WHERE WORK IS TO BE ACCOMPLISHED _________________________________

12. DECLARATION: I understand that if I am granted a sabbatical leave, I will not be allowed to engage in other gainful
    employment without the recommendation of my College Dean and the approval of the Provost and Vice President for Academic
    Affairs. (Normally, other gainful employment will be approved if it enables the faculty member to advance the objectives of the
    sabbatical leave in ways not otherwise possible. Total compensation in excess of budgeted University salary is permissible if it is
    necessary to fund additional expenses related to the sabbatical leave.)

    I agree to give at least one year’s service to the University following completion of the leave or repay the amount of compensation
    I received during my sabbatical leave to the University. Further, I agree to file a written report as specified in the Faculty
    Handbook, with the Chair, the Dean and the Provost and Vice President for Academic Affairs upon completion of my sabbatical
    leave.

    Signature _______________________________________________________________________ Date ______________________

13. SUBMISSION DEADLINES AND APPROVALS

   Sept. 1 – to Chair or Director  ___________________________ 
   ___ approved ___ disapproved

   Sept. 8 – to College Sabbatical Leave Committee  ___________________________
   ___ approved ___ disapproved

   Sept. 25 – to Dean  ___________________________
   ___ approved ___ disapproved

   Oct. 2 – to University Sabbatical Leave Committee  ___________________________
   ___ approved ___ disapproved

   Nov. 3 – to Provost and Vice President for Academic Affairs  __________________________
   ___ approved ___ disapproved

   Dec. 1 – to President  ___________________________
   ___ approved ___ disapproved

   Dec. 8 – Notification to Applicant

   Rank _________ / _________
BRADLEY UNIVERSITY
SABBATICAL LEAVE APPLICATION

CHAIR: Submit this form along with Form I by September 8 to your College Sabbatical Leave Committee or by September 25 to your Dean, if no such committee exists in your college.

1. Applicant's name __________________________________________

2. Does the applicant's request fit into department overall plan for sabbatical leaves?

3. How will the applicant's project contribute to the department and its goals?

4. Comments and supporting information (please be specific as to your support).

5. How will the department effectively compensate for the applicant's absence? What will be the estimated cost to the University?

6. Among the _____ faculty in this department who have applied for sabbatical leaves for _______, I would rank this application _______ priority. 
   (year) ________ (1, 2, 3) 

DATE _______________ SIGNATURE __________________________________________
SUGGESTED ORGANIZATION AND CONTENT OF A FULLY DEVELOPED PROPOSAL FOR SABBATICAL LEAVE

The policy statement on sabbatical leave is covered in the Faculty Handbook, Chapter 2, section B.2.e at http://www.bradley.edu/academics/fachandbook/. The following format of a fully developed proposal is suggested for consistency in the review and evaluation process. Uniqueness of your area of expertise and discipline may require additional disclosures of different organization and content. Please attach your proposal to FORM I of your application.

1. Title of sabbatical project

2. Applicant's name, rank, department, college

3. Objectives of the proposed sabbatical

4. Significance of the project (e.g. publication, presentation, exhibitions, performances, teaching improvement, new course, etc.)

5. Value of project (e.g. to applicant, Bradley students, department, university, etc.)

6. Timetable of contemplated activities (give time, place(s) and activities, itinerary, etc.)

7. Resources required and arrangements made (e.g. computers, library, supplies, assistants, duplication, housing, travel, etc.; describe needs and arrangements made including letters of permission to use outside facilities)

8. Compensation and additional expenses
   a. Compensation, if any, that will be received from external organization or agency. Please attach written agreements with outside organization that are an integral part of the sabbatical plan.
   b. Additional expenses that will be incurred by applicant (e.g. transportation, housing, equipment, data sources, surveys, etc.)

9. Previous work in the areas of your proposal (if new area, please explain.)

10. Detailed description and documentation of project (background, technical description, research design and methodology, bibliography, etc.)

11. Appendices
   a. Applicant's current resume
   b. Any written agreement with and/or permission from outside organizations
   c. Copy of the reports of the previous sabbatical leaves

12. Other pertinent information the applicant wishes to provide