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

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<tr>
<th>Deadline</th>
<th>To Whom</th>
<th>Approved</th>
<th>Disapproved</th>
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<tr>
<td>Sept. 4</td>
<td>to Chair or Director</td>
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<tr>
<td>Sept. 7</td>
<td>to College Sabbatical Leave Committee</td>
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<td>Sept. 25</td>
<td>to Dean</td>
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<td>Oct. 1</td>
<td>to University Sabbatical Leave Committee</td>
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<td>Nov. 2</td>
<td>to Provost and Vice President for Academic Affairs</td>
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<td>Dec. 3</td>
<td>to President</td>
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<td>Dec. 7</td>
<td>Notification to Applicant</td>
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Rank ___________/__________
BRADLEY UNIVERSITY  
SABBATICAL LEAVE APPLICATION

CHAIR: Submit this form along with Form I by September 7 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 __________________________________________

DEPARTMENT ___________________________ COLLEGE _________________
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. 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