

FACULTY SABBATICAL REQUEST TEMPLATE

This should be given to all faculty to fill out, copy, and paste into the sabbatical request form in AP Folio. If these points are not filled out as required by the APM 740-94, the request will be returned.

A. Provide a brief history of the project you will be working on, from inception through progress to date and projection as to completion date.

B. Provide a description of the significance of the project as a contribution to knowledge, to art, to a particular profession, or as an expected contribution to your increased effectiveness as a teacher and scholar:

C. Provide the name(s) of the location(s) or institution(s) where the project will be carried out, and the names of colleagues, if any, with whom it will be conducted:

D. If you have been invited to collaborate at another institution, state its name, and whether you will be given an institutional appointment, paid or unpaid (e.g. visiting professor, sabbatical visitor, adjunct, long term visitor, visiting researcher, etc.) If you will, please also submit a Category 1 prior-approval via OATS.

E. Describe any financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025 and APM - 670. Describe any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved:

F. (FOR SABBATICAL IN RESIDENCE ONLY) Provide a description of University service which will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence. (See APM - 740-8-b):