

G E T T Y S B U R G C O L L E G E

APPLICATION FORM for

Sabbatical Leave

Revised for 2009

DEADLINE: Applications for the 2011/12 academic year must be submitted to the Provost's Office by January 20, 2010. Notice of Intent to Apply must be submitted by November 10.

This is the required application form for use by all faculty who wish to apply for sabbatical leave. The completed form should be returned electronically to Suzy Miller as an e-mail attachment (miller@gettysburg.edu).

No additional narrative or cover letter is required. Before submitting this form, you should:

- Have received a letter from the Provost's Office notifying you of your eligibility to apply for sabbatical during the current cycle;
 - Have informed the Provost's Office of your intent to apply for a leave before the stipulated deadline;
 - Have reviewed the section on sabbatical leaves in the *Faculty Handbook* (pp. 57-58, 2009 edition).
 - Have received written endorsement of your department chair that includes commentary on (a) the merit of proposed activities, (b) how the activities fit into the candidate's career trajectory, and (c) the impact on the department both in terms of new courses and staffing during the leave.
 - Have reviewed carefully any relevant institutional review board guidelines relevant to your proposal (e.g., Human Subjects, Animal Care and Use, Radiation Safety), and developed the proposal with these guidelines in mind.
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(1) Name:

(2) Rank: ___ Assistant Professor ___ Associate Professor ___ Professor

(3) Department:

(4) Period of Leave Requested: ___ Full Year ___ Fall only ___ Spring only

(5) Has this proposal received the endorsement of your department chair? {The endorsement should be submitted electronically as a separate item.}

___ YES ___ NO ___ N/A (I am currently the department chair.)

Please note: The following two items, while necessary for administrative purposes, are not considered in the approval process. You will be asked to confirm these preferences during the Spring semester preceding the sabbatical.

(6) Will you need to continue to use the facilities of Gettysburg College during the period of your leave (e.g., laboratory, library, special facilities)?

YES

NO

(7) Do you wish to request to continue to use your Gettysburg College computer during the period of your leave?

YES

NO

DIRECTIONS: Please complete the following sections of the form. Use “N/A” to respond to a question that does not apply to your proposal.

PLEASE TYPE OR PASTE YOUR RESPONSES INTO THE APPROPRIATE SECTIONS.

(8) **Narrative** (a brief description of your sabbatical proposal – approximately 500 words or less (about two double-spaced pages)):

(9) Please include a one page **bibliography or research list** of recent, relevant works. Citations may include your own and/or other related works.

(10) **Timetable for the project**, including specific locations and activities.

(11) **Expected involvement of Gettysburg students** in the project, if any:

(12) **Statement of Project Goals** (outline of specific, immediate project objectives):

(13) **Anticipated products of the project** (e.g., articles, books, art works, technical reports, presentations, etc.) and intended venues (for publication, presentation, exhibition, performance, etc.):

Questions #14 and 15 are intended to help place your sabbatical project into the larger context of your scholarly and teaching career.

(14) **What is the relationship of the proposed project to your long-term research program and your teaching?**

(15) **Are there likely long-term benefits that would result for Gettysburg College from your project (e.g., a new course or revised course content, a new program, a special scholarly event or recognition)? Please specify these.**

(16) **Additional funding and other resources needed;** other sponsorship received or applied for (internal and external) for this project:

(17) Have you obtained preliminary feedback regarding your proposal from the Chair of all relevant campus oversight committees, if applicable (e.g., Human Subjects, Animal Care and Use, Radiation Safety)? Note that if institutional approval of your project is required, **you must obtain formal approval of the project from all relevant committees before the start of the sabbatical period.**

YES NO N/A

[If YES, the formal approval should be submitted with this form. If NO, the approval will be required to be filed before the actual sabbatical.]

(18) Identify any products or accomplishments from your previous Gettysburg sabbatical, if any, that emerged after you submitted your sabbatical report.

(19) Please insert a current *curriculum vitae*.

CONCLUSION: Thank you for providing this information. This application, along with the report of your most recent sabbatical (if any) will be essential to the Faculty Development Committee and the Provost in the review process.

10/6/09
FDC/shm