

Faculty Personnel Committee

Sabbatical Application

Effective May 2008 (revised 08/2013)

Name: _____ Date: _____

Semester(s) and Term for which sabbatical is requested: _____ Last Sabbatical Date (if applicable): _____

Title of Proposed Sabbatical: _____

Date of Initial Full-time Appointment at Simpson: _____ Number of Years at Simpson (including this year): _____

Previous Sabbatical Topic (if applicable): _____

Attach a copy of your current vita. For applicants who have taken a sabbatical in the past, please attach the Final Sabbatical Report from your most recent sabbatical.

I. Nature of Sabbatical Project:

- a. **Overview:** Provide a brief overview of the sabbatical plan.
- b. **Goals:** What are the goals of the sabbatical?
- c. **Activities:** Provide a detailed description of the activities you plan to complete during your sabbatical. There should be a clear, central theme for your activities.
- d. **Timeline:** Provide a timeline for your planned sabbatical activities.

II. Prior Preparation for the Sabbatical:

- a. **Research Base and/or Project Context:** For research projects, provide a review of relevant literature and cite sources that you will use during your study. For creative/artistic projects, present information that will help to place your proposed work within the context of other work in the field.
- b. **Advance Preparation:** What steps have you taken to prepare for this sabbatical (e.g. signed a contract to publish a book, received a letter of invitation to work at another institution, designed research methodology, submitted a grant proposal, etc.)? Please attach support documents (e.g. letters of support, grant applications, etc.).

III. Anticipated Outcomes:

What final project(s) will result from your sabbatical? Possible final projects include, but are not limited to, works of art, books, articles, data analyses and reports, conference presentations, etc.

Anticipated Benefits of the Sabbatical:

How will the proposed project enhance your teaching and contribute to your professional development.

IV. Rationale:

Explain why a sabbatical is required for the completion of this work.

V. External Support:

Do you plan to support your work through grant funding or another outside funding source? If so, what are your alternative plans if the grant or outside funds are not available?

NOTE: 1) If you cannot fulfill your sabbatical as originally planned and approved, please resubmit a revised plan.

2) In the event that your application is approved, are you willing to have your proposal used as an example for future applicants? Yes No

Signature

Date

Department Chair Statement: How will the department cover the courses, advising, and other duties for this faculty member?

Signature of Department Chair

Date