

Sabbatical/Mini-Sabbatical Application Cover Sheet

Sabbaticals are available to faculty members for activities of professional value, for example: planned travel, study, formal education, research, writing, creative activity, the acceptance of special assignments and fellowships.

Applicant: _____ Date: _____

Date of Employment: _____

Date of Tenure: _____

1. Is your program Director/Chair aware of your application for sabbatical?

Yes _____ No _____

2. Indicate the year and type of sabbatical requested:

Academic year: _____ Type of sabbatical: _____
(Choose one: 2 semester, 1 semester, mini-sabbatical)

3. Date(s) of previous sabbatical(s) and summer fellowship(s): _____

4. Attach an executive summary and detailed description of the project including a project timeline and budget for any anticipated project expenses. The description of the project should include the following information:

- A clear, thorough, and focused description of the project
- An explanation of how this project will be a contribution to your professional development
- An explanation of how this project fits into your existing pattern of research or is a justifiable venture into new territory
- Information from reviews by external bodies or organizations (as applicable)
- An explanation of the project's potential benefit for Utica College and/or its students
- An estimated timetable of the project

5. Attach a letter of support for this project from your school dean.

6. Attach a current Summary of Professional Activities.