

# Sabbatical Leave Application

Name \_\_\_\_\_

Department or School \_\_\_\_\_

Year of Appointment \_\_\_\_\_ Tenure Granted in \_\_\_\_\_

Total Number of Leaves Granted \_\_\_\_\_ Year of Last Leave \_\_\_\_\_

(A report on the last leave must be filed in the Thorpe Center before you can apply again.)

Title of Sabbatical Project \_\_\_\_\_

Request is for (please check one and fill in the year)

\_\_\_\_\_ Full Year    \_\_\_\_\_ Fall    \_\_\_\_\_ Spring    of Academic Year \_\_\_\_\_

If your proposal is awarded, would you be willing for the Thorpe Center to use it as an exemplary submission in the online *Handbook*?                      Yes                      No

Would you like to be considered for the Gardner Faculty Scholars Award?                      Yes                      No

Please complete the following checklist by placing a check mark against each item to ensure that your application is complete. Incomplete applications will be returned to the applicant without further consideration. **Please submit items 1-7 in one combined PDF.**

- |  |                          |
|--|--------------------------|
| 1. Sabbatical Application Cover Sheet  | <input type="checkbox"/> |
| 2. Summary of the Project (≤150 words)   | <input type="checkbox"/> |
| 3. Supervisor's letter   | <input type="checkbox"/> |
| 4. Narrative (≤2,500 words)  | <input type="checkbox"/> |
| 5. IRB approval notice or verification that approval has been requested  | <input type="checkbox"/> |
| 6. Curriculum Vitae  | <input type="checkbox"/> |
| 7. Report of previous Sabbatical or Junior Faculty/Pre-Tenure Leaves, if any<br>(File separately with the Thorpe Center) | <input type="checkbox"/> |
| 8. <b>A separate electronic</b> summary (email Word copy to <a href="mailto:fdc@iwu.edu">fdc@iwu.edu</a> )               | <input type="checkbox"/> |

**Please Note:** All applicants should notify any relevant interdisciplinary programs of their pending sabbatical application and indicate the courses that will not be offered by the applicant during the sabbatical leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_