

APPLICATION FOR A SABBATICAL LEAVE
School of Arts and Sciences
University of Richmond

This application form and all requested materials—your project summary, proposal, bibliography, and up-to-date curriculum vitae—are due in the Dean’s Office by September 1 of the application year, along with a memo from your department chairperson, which (a) expresses support for your project and (b) addresses the staffing implications of your prospective leave. Earlier communication with the Dean regarding your sabbatical plans will increase the probability of a successful application. You will be notified about the decision on your application immediately following the October meeting of the Board of Trustees. Please remember that if this leave is granted you will be expected to submit a sabbatical report to your chairperson and to the Dean soon after the leave is over. If you wish to request a full-year, full-salary sabbatical leave, you should follow the alternative application procedures that are specified on a form that is available through the Deans Office.

NAME _____

Check one: Full Year _____ *

Fall semester _____

Spring semester _____

*If you are requesting a full-year leave, please specify in the space below if this full-year leave is contingent upon receiving additional fellowship or grant money, and if so, which semester you would like to be on leave if this additional money does not become available.

Before preparing your proposal, please consult the *Faculty Handbook*, Chapter 5, for sabbatical leave policies and application guidelines. In the proposal itself, you should explain what is to be accomplished, how the activity will contribute to your professional development, and how the university community will benefit from the project. ***In the space below, or on a separate page, summarize your sabbatical proposal in a single paragraph.*** On attached pages, provide the detailed proposal, a relevant bibliography, and an up-to-date curriculum vitae.

Summary of Your Sabbatical Project (one paragraph, in the space below or on a separate sheet):