

APPLICATION FOR SABBATICAL & JUNIOR ACADEMIC LEAVE

Name: _____ Academic Year for Leave: _____

Rank: _____ Semester for Leave: Fall _____ Spring _____

Department: _____ Date: _____

Junior Academic Leave: One Semester (full salary) _____

Senior Sabbatical: One Semester (full salary) _____ Full Year (2/3 salary) _____

As stated in Policies and Procedures (5.1.6 and 5.1.7), the purpose of the academic leave policy at Millikin University is to "support the ongoing professional excellence of the faculty and to allow individuals an extended time for sustained scholarly inquiry and creative work."

The usual activities included in an academic leave are advanced study, research, writing, artistic productions, pedagogical innovation, or other scholarly pursuits. Your application must be submitted electronically to the dean of your college or school no later than **December 1** preceding the academic year for which the leave is requested.

Your application must include the following:

1. **Narrative.** The narrative should be 5 single-spaced pages or less and should include:

- identification of outcomes
- explanation of the project's significance
- impact on current and future growth plans
- relationship to unit plan if applicable.

2. **Working Schedule.** A timetable of how you anticipate to achieve your goal.

3. **Qualifications.** Summary of results of previous sabbaticals and/or grants, awards, publications or any other evidence of the capacity to achieve proposed goal.

4. **Updated Curriculum Vita.**

5. **Letters of Support** from the department chair and/or division director **and** Dean, as outlined in Policies and Procedures 5.1.6. Full-year proposals should also include an external letter of support speaking to the significance of the proposed project and the applicant's capacity to achieve proposed goal.

All applications should be addressed to the Council on Scholarship and Faculty Development.

At the conclusion of your leave, a report of activities and accomplishments should be submitted to your academic Dean and the Office of the Provost. In addition, successful applicants will be expected to present on the outcomes of their leave to the campus community, in a venue to be arranged with the Office of the Provost.