

APPLICATION FOR ACADEMIC LEAVE

Name _____

Fall Semester: _____

Rank _____

Spring Semester: _____

Department _____

Academic Year: _____

Date _____

As stated in Policies and Procedures, the purpose of the academic leave policy at Millikin University is "in order that the faculty member might refresh himself/herself professionally".

The usual activities included in an academic leave are advanced study, research, writing, or other scholarly pursuits. Your application must be submitted to the dean of your college or school no later than **December 1** preceding the year for which the leave is requested. You must submit your application through this Interfolio link: <http://apply.interfolio.com/96594>

Your application must include the following:

- Proposal and detailed study plan, identification of outcomes,
- Explanation of the project's scope and significance,
- Impact on current and future growth plans, relationship to unit plan if applicable,
- Summary of results of previous sabbaticals and/or grants, evidence of the capacity to achieve proposed goal (full-year proposals should include peer reviewed preliminary work).
- Current vita
- Letters of support and approval from the Dean and Director of the Program, as outlined in Policies and Procedures 5.1.6.
- 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.

