

SABBATICAL LEAVE: APPLICATION GUIDELINES

Applications must be submitted to the appropriate Division Dean no later than **January 31** for leaves for the following academic year. The completed application will consist of the following documents:

1. An application cover sheet (see attached form).
2. A *curriculum vitae*, approximately two pages in length.
3. A narrative description of the proposed sabbatical project, not to exceed six double-spaced pages. The applicant should read carefully the section on sabbatical leaves and grants in section 4.5, Faculty Development and Leaves, in the Faculty Handbook. The description of the sabbatical project should address fully the criteria for evaluation and selection of sabbatical leaves and grants on pp. 32-33 of the Faculty Handbook and referenced below.
4. An updated Faculty Development Agreement, which includes a reference to the proposed activities of the sabbatical.
5. A bibliography for the project, if appropriate.
6. A letter of recommendation by the appropriate Division Dean (including an indication of how courses will be covered) to be submitted, with the completed application, directly to the Office for Academic Affairs.

Criteria for Evaluation and Selection of Sabbatical Leave Proposals

1. Has the applicant developed with the Department Chair a realistic plan for professional and personal development over the next three to five years? Does the sabbatical proposal reference, reflect, and advance the goals of this plan? Does the Division Dean support the sabbatical proposal **as a part of this plan**?
2. Do proposed activities promise to enhance teaching and learning at Mars Hill University to a degree commensurate with the University resources invested in the project?
3. Does the proposal state clearly the goals to be attained by the applicant, the methods and activities by which the goals are to be attained, and a plan for evaluating the results and reporting the achievements?
4. Is the proposal project intellectually and conceptually sound?
5. Does the applicant make the case that she or he can successfully carry out the proposed activities and achieve the stated goals?



**APPLICATION FOR SABBATICAL LEAVE
COVER SHEET**

NAME _____

DIVISION Humanities and Social Sciences
 Fine Arts
 Professional Programs
 Natural Sciences and Mathematics

DEPARTMENT _____

PROPOSED ACTIVITY

Scholar/Teacher Study
 Research/Publication
 Curriculum Development

REQUESTED SABBATICAL PERIOD

Fall Semester, 20____.
 Spring Semester, 20____.
 Academic Year, 20____ - 20____.

PROPOSED FUNDING (required if requesting a full year sabbatical leave)

External Funding Sources	Amount
_____	\$ _____

PROJECT SUMMARY (approximately 100 words)

Signature: _____

Date: _____