

Dear Boschung

Office for Academic Affairs

September 2, 2014

THE UNIVERSITY OF
ALABAMA
FOUNDED 1831

MEMORANDUM

TO: Deans
FROM: Joe Benson
SUBJECT: Sabbatical Leaves

In order for faculty applications for sabbatical leaves to be submitted to this office on time, please note the following deadlines:

Due to Department Chair	October 1, 2014
Due to Divisional Dean	October 31, 2014
Due to Provost	November 28, 2014

Enclosed is a copy of the format for reproduction and transmission to applicants. Please be sure that a current vita is included with each submission. Also include information about teaching load and research productivity for the last three years.

Successful sabbatical applications should show (a) the potential to achieve a degree of excellence that surpasses the normal responsibilities of a faculty member and (b) that the leave is crucial to the completion of the project.

Applications will be looked on more favorably if (a) the work is to be performed off-campus and (b) the research/scholarly work could not be accomplished with the existing release time for research.

As we work to increase contract and grant activity, please encourage your faculty to talk with people in the Division for Research and the Office for Sponsored Programs about possible grants that could be written to support the research/creative activity that will be undertaken during the sabbatical or grants that could be written during the sabbatical. It may be that these offices can identify funding sources for projects in areas where faculty are not currently receiving external support.

JB/kn

Enclosure

REQUEST FOR SABBATICAL LEAVE

Consult the *Faculty Handbook* before completing this form.

Name _____ CWID # _____

Department _____ Date of initial appointment at UA _____

Semester(s) for which the leave is requested _____

Use the following headings to prepare your request.

1. **Previous Sabbatical Leave.** When was your previous sabbatical leave? What were the results and major benefits? Include a copy of your report of the leave.
2. **Proposed Sabbatical Plan—Brief Statement.** No more than a paragraph describing the project.
3. **Proposed Sabbatical Plan—Detailed Statement.** Please write your proposal in such a way it can be understood by colleagues in other disciplines. Avoid jargon and technical explanations that assume detailed knowledge of the subject matter. Proposals should be concise and limited to a maximum of two single-spaced pages.
 - (a) **Purpose.** Describe the specific objectives of your proposed leave.
 - (b) **Work To Be Accomplished.** Describe specifically what you plan to do and how you plan to accomplish it. Include a tentative schedule for the major steps in the project.
 - (c) **Anticipated Results.** What tangible results will the project have? How you plan to disseminate the results (e.g., book, journal article, exhibition, sharing of new pedagogical techniques or materials with peers)?
 - (d) **External Funding.** If you are in a discipline for which external funding is available describe your recent history of contract and grant activity and explain how the leave will enhance your ability to get funding in the future.
 - (e) **Justification.** Explain how the proposed work could not be done through the existing workload and release time for research and scholarly activity.
4. **Supporting Documents**
 - (a) Your curriculum vita.
 - (b) If your project involves access to restricted facilities or affiliation with other universities, please append letters granting support from the relevant authorities.

If there is a change in the proposed plan for any reason, a revised application must be submitted.

Chairperson's Recommendations

Approval for the request is _____ recommended
_____ not recommended

for the following reasons:

The applicant's normal duties can be covered in the following manner:

Budgetary adjustments will be needed as follows:

Among the _____ applications for leave from this department,
I rank this one number _____ in priority.

Signed _____
Chairperson Date

Dean's Recommendations

Approval for this request is _____ recommended
_____ not recommended

for the following reasons:

Budget needs _____ can be met by the College
_____ cannot be met by the college

Signed _____ Date _____
Dean

Provost's Recommendation

Approval for the request is _____ recommended
_____ not recommended

for the following reasons:

Signed: _____ Date _____
Provost