

## SABBATICAL LEAVE FORMAT

Each proposal must include the following items in the order listed. Each item shall be clearly labeled. No other material should be submitted by the applicant. The suggested maximum length of the application is ten pages.

1. The title SABBATICAL LEAVE.

2. APPLICANT INFORMATION:

Name:

Department:

Office:

Office Phone:

e-mail address:

Date of initial applicant appointment to full-time faculty status:

Date(s) of previous sabbatical leave(s):

3. ACADEMIC YEAR OR SEMESTER REQUESTED: (Indicate whether the leave is for two semesters **at 65% of the applicant's salary** or one semester at full pay. If another semester is suitable, please indicate.)

4. TITLE OF PROJECT:

5. SHORT PROJECT DESCRIPTION:

6. DETAILED PROJECT DESCRIPTION: (Include where the project will be conducted.)

7. VALUE OF THE PROJECT: (What is the value of the project to: (1) Applicant's professional growth and status; (2) The scholarly community; (3) Applicant's teaching and students; (4) The University; and (5) The non-academic community.)

8. GOALS AND CRITERIA: (State the tangible outcomes of this project and what you believe would be a fair criteria for evaluating the success of the project by the Provost and future FBC committees.)

9. OTHER SUPPORT AND COMMITMENTS: (State all the supplemental funds, including any compensation that you have received or may receive, that are available for the project as well as other commitments that you have from NKU and/or other institutions. List both those to which you are committed and those for which you have applied.)

10. BACKGROUND OF APPLICANT RELEVANT TO THIS PROJECT: (List relevant research, education, teaching experience, etc.)

11. PREVIOUS FBC AWARDS: (List by year all previous FBC awards. For each award provide a statement of the outcome of the award.)

12. VITA: (suggested maximum length of three pages)