



# Michigan Tech

## Sabbatical Leave Instructions

### Requirements:

Prior to preparing this form, the applicant is expected (per Senate Procedure 706.1.1) to provide their immediate supervisor a written statement of intent to submit a proposal for sabbatical leave.

An applicant's sabbatical leave proposal will include the following, submitted as a single pdf document.

- Sabbatical Leave Application Form, completed and signed by the applicant.
- Supporting documents, including but not limited to:
  1. detailed description of proposed program of research, study, or other activities to be conducted while on sabbatical and away from Michigan Tech. Provide:
    - i. specific objectives of the proposed program, in terms of scholarly work and professional development (max 2 pages).
    - ii. a schedule (max 1 page) for time to be spent at proposed institution(s) or work site(s).
    - iii. evidence of acceptance by proposed host institution. For visits:
      - less than one week, informal email communications are acceptable.
      - more than one week, a formal letter indicating acceptance is required.
    - iv. a copy of the research or study program, if a proposal is being submitted to an external agency.
  2. most recent sabbatical report (if applicable).
  3. summary of scholarly activities and related past grant work.
  4. most recent vita focusing on accomplishments such as teaching, research funding, and publications during the past six years.
  5. other documents as needed (e.g., conflict of interest statement).

### Routing:

- Following completion of the proposal, the electronic document should be sent to the applicant's immediate supervisor (department chair, division director, or dean).
- The immediate supervisor will complete and sign the [Sabbatical Leave Supervisor Recommendation Form](#)<sup>1</sup>, attach it to the applicant's proposal, and forward the electronic file as one document to the chair of the Sabbatical Leave Committee. At the same time, a copy for informational purposes, should be sent to the provost and, if applicable, the dean.
- The immediate supervisor will also send their recommendation to the applicant.

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<sup>1</sup> Available online: <https://www.mtu.edu/provost/faculty/sabbatical-leave/>



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## Sabbatical Leave Application

### Applicant Information

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Name: \_\_\_\_\_

Academic Rank or Title: \_\_\_\_\_

Academic Unit (department, division, institute): \_\_\_\_\_

Initial Date of Employment as Faculty at Michigan Tech: \_\_\_\_\_

Applicant's Term of Employment:      9 months      12 months

Date of Initial Written Notification to Immediate Supervisor of Intent to Apply: \_\_\_\_\_

Dates for Requested Sabbatical (date or semester): From: \_\_\_\_\_ To: \_\_\_\_\_

Dates of Most Recent Sabbatical (date or semester): From: \_\_\_\_\_ To: \_\_\_\_\_ N/A

Potential Source of Income (fellowships, grants, or other outside sources):

Estimated Amount of Support (from above): \_\_\_\_\_

Eligibility – I confirm that I have been granted tenure at the University, have served for at least six (6) years as a faculty member at the University, and that at least six years have passed since the completion of my previous sabbatical leave (if applicable).      Yes      No

Do you agree to return to your position at Michigan Tech for the year following sabbatical leave (if granted)? Note: failure to return to the University will require reimbursement of the salary earned during your sabbatical leave.      Yes      No

Do you agree to provide a written report of the results from your work during sabbatical leave to the Sabbatical Leave Committee and upload this information to Digital Measures?      Yes      No

Have provisions been made to cover your:

teaching obligations while on sabbatical leave?	Yes	No
research obligations while on sabbatical leave?	Yes	No
service obligations while on sabbatical leave?	Yes	No

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



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## Checklist for Supporting Documents:

See first page / instructions for detailed descriptions of each component.

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|--|-----|-----|
| 1. Detailed description of proposed activities | Yes |     |
| 2. Most recent sabbatical report               | Yes | n/a |
| 3. Summary of scholarly activities/grant work  | Yes |     |
| 4. Vita  | Yes |     |
| 5. Other documents                             | Yes | n/a |