



**Sabbatical Leave Application
Michigan Technological University**

This form is to be completed by the applicant. A form (available at the website below) completed by the Department Chair or immediate supervisor of the applicant must also be included in the application packet.

This form is designed to be completed in Microsoft Word. Supporting documents should be incorporated into the same file or into one additional file. Final submission of the application should include this form as an email attachment to the Chair of the Sabbatical Leave Committee. Please submit a single hard copy to the Chair of the Sabbatical Leave Committee with original signatures.

For any portions of the form that are not suited to insertion of the requested information or documentation, please make these documents appendices and refer to them in the form.

For more information about Sabbatical Leaves, please visit the webpage:
<http://www.admin.mtu.edu/admin/prov/hiring/sabbatical.htm>

Name:
Academic rank or title
Academic organization unit (Department, Division, Institute)
Date of initial written notification to immediate supervisor and Provost of intent to apply:
Applicant's term of employment (check one): 9 months 12 months
Date for which sabbatical leave is requested: Beginning: Ending:
Date of most recent sabbatical leave if applicable (please

attach a copy of the written report):

Beginning

Ending

Potential source of income from fellowships, grants, or other outside source:

Estimated amount of support: \$

Summary of scholarly activities at Michigan Technological University: (Include dates of employment at Michigan Tech):

Does the applicant agree to return to his/her position at Michigan Tech for the year following the sabbatical leave, if granted? (If you fail to return to the University, reimbursement of the salary earned during your sabbatical leave is required.)

Does the applicant agree to provide a written report of results of work obtained during the sabbatical leave to the Sabbatical Leave Committee?

Date formal proposal forwarded to department chair or immediate supervisor (i.e. this application form):

Have provisions have been made to cover your teaching while on sabbatical leave?

Yes No

Have provisions have been made to cover any research obligations during your sabbatical leave?

Yes No

Have provisions been made for cover any service obligations during your sabbatical leave?

Yes No

Date forwarded to Sabbatical Leave Committee:

Detailed description of proposed program of research, study, or other activities to be conducted by applicant for period of absence from Michigan Tech. Include in this description:

- a) Specific objectives of the proposed program, in terms of scholarly work and professional development (max. 2 pages).
- b) A schedule for time to be spent at proposed institution(s) or work site(s) (max 1 page).
- c) Evidence of acceptance by proposed host institution. For visits of less than one week, informal email communications are acceptable evidence. For visits of more than one week a formal letter (which may be in electronic format) indicating acceptance is required.
- d) If a proposal is being submitted to an external agency, please submit a copy of the research or study program.

Please insert your most recent vita focusing on accomplishments such as teaching,

research funding and publications during the past 6 years:

Applicant's signature: