

# Faculty Sabbatical Coversheet



College of  
Design

DATE:

FACULTY MEMBER:

DEPARTMENT/SCHOOL:

HEAD/DIRECTOR:

CURRENT RANK:

SABBATICAL YEAR:

TERMS: FALL  
WINTER  
SPRING

FACULTY SIGNATURE:

## Process for Applicant

- **Complete this coversheet**
- **Assemble the coversheet and the following documents into a single PDF**
  - Sabbatical Planning information (see next page)
  - [Bargaining unit faculty application form](#) (signed) or [Non-bargaining unit faculty application form](#) (signed)
  - Current Curriculum Vitae
  - Statement

The statement must include a description of the applicant's plans for the proposed sabbatical leave period and the purpose of the proposed leave, which may include research, writing, advanced study, travel undertaken for observation, and study of conditions in our own or in other countries affecting applicant's field or related scholarly or professional activities.

The statement should also include a description of

    - (a) current teaching,
    - (b) scholarship, research and creative activity,
    - (c) service, and
    - (d) other professionally relevant activities.
  - Previous sabbatical report (If the applicant has previously been on sabbatical)
  - [Sabbatical Travel Approval Form](#) (If travel is part of your application for sabbatical leave)
- Submit to your Department Head by **December 8<sup>th</sup>**.

## Process for Department Head

- Review application and sabbatical planning information
- Email the completed PDF to the College of Design Business Coordinator

Department Head Signature:

Date:

### Sabbatical Planning Information

This information is requested to assist your Department Head in planning for your sabbatical. Please note that this is only a starting point for determining how to cover duties during a sabbatical, and sometimes teaching and service duties need to be shuffled to meet departmental needs.

Please list your anticipated teaching for the academic year, including courses you anticipate teaching and those you anticipate being unable to teach (include name of potential replacement). Note that your proposed assignments must be resolved with departmental needs.

Term F/W/S	Class	Sabbatical Term Y/N	Potential Replacement?

Please list any graduate students you advise and how their advising will be covered.

Student	Proposed support

Please list any Committees that may be affected by the sabbatical and note if there are plans in place for the terms you will miss (e.g., not participate, substitute, etc.)

Departmental:

College:

University:

Other Considerations: