

## APPLICANT INSTRUCTIONS SABBATICAL LEAVE APPLICATION

Complete the following pages of the applicant application form available on the [Provost's web site](#):

1. **Sabbatical Leave Request Summary**
2. **Compliance with University Regulations for Research Projects.** Approvals should be enclosed, if applicable.
3. **Record Retention Waiver.**

Complete separately the following items that will be included with the application pages above:

1. **The Sabbatical Plan** [i.e., an explanation of the “purpose”, activities and anticipated outcome of the leave]. This section of the application should not be longer than **five (5) double-spaced pages plus references, tables, figures, etc.**

Describe exactly what you propose to do on the sabbatical and state clearly the value and benefits of the activity to your professional development, as well as to your department/unit, the university, and the discipline. Establish your ability to carry out the activity (e.g., the project is in your special area of expertise, you have already completed several chapters of a book manuscript, you have done preliminary research but need to do more at a specialized research library, you have established a collaborative relationship with a researcher or artist at another institution, etc.). Specify where your sabbatical will take place and why this location is important to the success of your sabbatical (e.g., your project might address special phenomena such as an eclipse that will not be observable in Kansas; require special facilities such as collections, libraries, laboratories; need the input of experts at other institutions, etc.) If the activity is to be accomplished at the University of Kansas, explain why the leave is necessary (Many projects, often similar to sabbatical projects, are done regularly by staff who are not on leave—what is different in this case?). Address the need for the sabbatical at this point in time in your career (e.g., will the opportunity be lost by a later date?).

The more precise the description of your proposed activity, the easier it will be for committee members to evaluate its significance and the likelihood that you will be able to complete it during the sabbatical period. Projects for which the applicant has done little preparation or which have little structure and many unpredictable contingencies create concerns about the value and feasibility of the sabbatical plan. A clear plan with a reasonable timeline helps to reduce such concerns. Plain language is also important. The value of the proposed activity should be apparent to every member of the Committee, regardless of disciplinary affiliation. Finally, it is advisable to include letters of invitation from sabbatical host institutions as an appendix to your application.

Other Considerations: In an application for sabbatical leave, other considerations are possible and indeed are likely in an enterprise as diverse as a university. Any relevant consideration or evidence not fitting the above dimensions, therefore, should be presented as clearly as possible.

2. **Report of Activities During Last Sabbatical Leave:** Provide a clear report on the outcomes of any previous sabbatical leaves and the value of those outcomes. [One page maximum.]

3. **An updated Curriculum Vitae** including the following required categories and notations:
- Education (degrees, dates, institutions, dissertation titles, etc.)
  - Academic Appointments
  - Honors
  - Research/Creative Activity
    - Publications (published and in press) by category (e.g., books, articles, reviews, etc.), Performances/Exhibits by category (major, minor) , etc.; Indicate which publications/performances/exhibits have been refereed or juried
    - External Funding (Awarded and Under Review only)
    - Scholarly Presentations in last five years; indicate which were invited and which refereed.
  - Courses taught in last five years
  - Graduate and Undergraduate Committees Chaired (undergraduate honors, masters, and doctoral)
  - Professional Service (including service to professional organizations)
    - Department/School
    - University
    - Regional
    - National
    - International
4. **Example of Relevant Scholarship.** Include one recent example of your research/scholarship/creative or artistic performance, which is relevant to the sabbatical leave proposal.

**Submitting the Application:** Place the completed applicant sections of the application (i.e, the application form pages listed above, the sabbatical plan, report of activities during last sabbatical, CV, example of scholarship, and any supplemental materials such as letters of invitation) in a folder designed to accommodate 8-1/2” x 11” sheets. Submit the folder to your chairperson (dean or director in the absence of departmental organization) for evaluation in accordance with the deadlines established within your unit and school/college. Alternatively, you may also submit the folder to the Office of the Provost without the endorsement of your departmental chairperson, dean or director. Such applications must reach the Office of the Provost by **Monday, September 14, 2009**, and will be referred to the appropriate department/unit and/or school for comment.

Departments/units are responsible for completing evaluations and forwarding the application for consideration by the School/College or Research and Graduate Studies sabbatical committee. Schools, the College, and RGS are responsible for completing their evaluations and submitting the complete sabbatical application file (applicant sections plus evaluation sections) to the Provost’s Office by **Monday, November 2, 2009**. Incomplete applications or those submitted after that deadline will not be reviewed by the university committee on sabbatical leaves.

Contact for questions: Vice Provost Mary Lee Hummert, [mlhummert@ku.edu](mailto:mlhummert@ku.edu) or 864-4904