**Sabbatical Application Checklist**

All sabbatical application packets should include the following files. Submit all files as Word format to interfolio@pace.edu. This checklist is provided for your use to ensure completeness of the application.

[ ]  Sabbatical Fact Sheet (submit as word format the week of September 16)

– to be verified by Faculty Center

[ ]  Curriculum Vitae (follow the University template)

[ ]  Sabbatical Application (submit as word format)

 [ ]  Sabbatical Proposal (submit as word format); complete according to template

 [ ]  Summary [ ]  Outcomes

 [ ]  Abstract [ ]  Activities

 [ ]  Background [ ]  Results

[ ]  External letter (this could be PDF) of support from a colleague, book publisher, journal editor, or art gallery owner, etc. (optional, strongly recommended)

[ ]  Post-sabbatical report (if you have previously taken a sabbatical at Pace University)