**Sabbatical Application Checklist**

All sabbatical application packets should include the following files. Submit all files as Word format to [interfolio@pace.edu](mailto: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)