

Application for Sabbatical Leave

Please type your responses; use as much space as necessary to fully explain the project

Academic Year: _____

Full Name

Rank

School/College

Campus: ☐ NYC ☐ Westchester

Department

Date of first full-time appointment to the faculty __/__/__

Have you ever had a sabbatical or scholarly leave of absence from Pace University?

☐ YES ☐ NO

If yes, please provide the following information:

Semester/Year	Type of Leave	Type of University Support
A. ____/____	e.g. sabbatical, fellowship, etc. A. _____	(reduced teaching, full salary, research grant etc.) A. _____
B. ____/____	B. _____	B. _____
C. ____/____	C. _____	C. _____

Sabbatical Leave Request ☐ Semester (full pay) ☐ Full -Year (half pay)

Explain any contingencies: _____

Title of the Proposed Sabbatical Project: _____

Type of Proposal (Check primary reason.)

☐ Primarily enhancement of teaching/curriculum development

☐ Primarily research/creative work

☐ Other (explain) _____

Synopsis of Proposed Sabbatical Project: Purpose of sabbatical, nature of project planned, including title of any research, writing, or publication to be undertaken. Be sure to attach any evidence in support of your project, such as book proposal acceptances, gallery commitments, etc. (See sabbatical instructions on Page 3.).

Identify where the project will be undertaken (identify any travel needs and locations involved).

Will you receive any type of grant or aid in connection with this project? ☐ YES ☐ NO

If yes, please specify _____

Action on Application:

Departmental and School/College assurances (complete one of the following)

I support this application for a sabbatical leave. [**Chairs: Please attach a letter** describing how this leave will benefit the applicant, department and the students. Also, discuss how you plan to cover applicant's courses during the leave, what funding will be needed, and how you plan to secure the funding. If more than one applicant is from your department, please rank them in priority order.]

Signature _____
Click or tap here to enter text.
Department Chair/Date

Signature _____
Click or tap here to enter text.
*Dean of College/Date

OR

I cannot support this application for sabbatical leave (**Chairs: Please attach a letter of explanation**).

Signature _____
Click or tap here to enter text.
Department Chair/Date

Signature _____
Click or tap here to enter text.
*Dean of College/Date

*Dean will sign only after receiving the Sabbatical Committee's report and recommendations.

Sabbatical Proposal Instructions

Please follow the format outlined below. Be specific, concise, and coherent. *Your proposal must be written so that someone outside your field can readily understand it.* Make certain it is clear how your objectives relate to the project you describe in your background, as well as how your activities will accomplish these objectives.

1. **Summary** Describe your project in no more than a sentence or two. This summary will be used to report your approved sabbatical to the President.
2. **Abstract** Describe your project, its value, and the expected outcomes in a paragraph or two.
3. **Background** Describe the project you propose to undertake. Show how it fits within the broader context of your discipline. Explain why it seems to be worth undertaking.
4. **Outcomes** Be specific about what you plan to accomplish by the conclusion of your sabbatical. (for example, a book, a performance, a new course, etc.)
5. **Activities** Explain the activities you will undertake to achieve your outcomes. Be sure you show how these activities relate to your outcomes. Indicate the approximate amount of time to be spent on each activity.
6. **Results** Identify those who are most likely to benefit from the results of your project. Explain what those benefits are most likely to be. Note: Recipients of sabbaticals are subject to the Pace University Policy on Copyright of Instructional Materials (see University Faculty Handbook). Submission of a sabbatical application will be understood to imply that you have read and agree to this policy.

Sabbatical Application Checklist

All sabbatical applications should include the following sections in order. This form is provided for your use to ensure completeness of the application. Do not include this form with the application submission.

- ☐ Sabbatical Application
- ☐ Letter(s) of Support (strongly recommended).
- ☐ Sabbatical Proposal completed according to these instructions:
 - ☐ Summary ☐ Outcomes
 - ☐ Abstract ☐ Activities
 - ☐ Background ☐ Results
- ☐ Curriculum Vitae
- ☐ The committee strongly recommends an outside letter of support from a colleague, book publisher, journal editor, or art gallery owner, etc. Please attach this letter to your application.

(Sabbatical form adapted from the Dyson Sabbatical Rules Committee,
Pace University - New York City & Westchester)