

**University of Southern Indiana
College of Liberal Arts
Request for Sabbatical (Leave of Absence, with pay)**

Proposal Title: _____

Name of Applicant: _____

Academic Title: _____

Department: _____

Date of Initial Appointment as a full-time member of the USI faculty: _____

Have you had a prior sabbatical leave: yes _____ no _____

If yes, list the date(s) of the leave

Period of Proposed Leave (select one):

- Fall 20xx semester at full pay _____
- Spring 20xx semester at full pay _____
- Full-year 20xx-20xx at half pay _____

Signature of Applicant: _____

Date of Submission: _____

Recommendation of department chair with a statement forwarded to the Dean of the College of Liberal Arts, concerning how the leave of absence will be covered.

Signature: _____

Date: _____

Abstract of the proposed project (100-250 words):

Please include a statement concerning how the proposed project relates to the applicant's ongoing scholarly agenda (250 words):

Please include a statement concerning how and why the proposed project will be of interest to others in the field and what its potential implications are (250 words):

Please include a statement concerning the intended outcome(s) of the proposed project (250 words):

Please include a statement describing where the work described in the proposal will be conducted. If conducted at USI, please provide justification (250 words).

Please include a statement detailing all arrangements that have been made to pursue the proposed project. Please attach copies of any letters of permission, etc. to utilize the resources and/or facilities of other universities, sites, museums, archives, libraries, agencies, or other organizations at which the proposed project is to be conducted (100-250 words).

If applicable, has the proposal been reviewed by the Institutional Review Board?

Yes _____ Exemption Number _____ IRB Approval Date _____

No _____

Completed applications should be submitted to one's department chair early so that the chair has sufficient time to write a letter of recommendation.

All applications must be submitted to Dean Del Doughty by **Monday September 3, 2024**.

APPLICANT: _____

I recommend _____ do not recommend _____

Department Chair comments are to include strategies for filling classroom assignments for a member on sabbatical leave.

Date

Department Chair signature

I recommend _____ do not recommend _____

Dean comments:

Date

Dean signature

I recommend _____ do not recommend _____

Provost comments:

Date

Provost signature

I recommend _____ do not recommend _____

President comments:

Date

President signature