

SABBATICAL LEAVE APPLICATION COVER PAGE

Name of Applicant:

Department:

Rank:

Date of Initial Employment at Berry College:

Date of Tenure:

Years of Service at Berry College:

Semester/Year of Last Sabbatical (if applicable):

Requested Sabbatical Leave

(Please check one for a one-semester sabbatical or both for a full-year sabbatical)

Fall Semester, (enter year)

Spring Semester, (enter year)

Does your sabbatical project require animal or human subjects approval?

IACUC

IRB

IRB/IACUC approval can be filed later, but must be approved before beginning of research.

SABBATICAL LEAVE APPLICATION

A. Write a narrative addressing the following:

- State the purpose of the activity you propose to conduct during your sabbatical leave.
- State the expected outcome(s) of your project. What do you plan to accomplish? Provide appropriate evidence that you will be able to achieve the expected outcomes.
- What is the significance of the project? How will this project impact your research/creative scholarly activity and/or teaching? How will it impact Berry College?
- Outline a time frame for your project, indicating dates for the accomplishment of specific outcomes.
- What strategies will you use to evaluate your project? How will you know that the project's expected outcomes were achieved?
- Briefly describe (in approximately two paragraphs) your main accomplishments in the areas of scholarship, teaching, and service at Berry College. Emphasize the successful completion of significant projects.

B. Attach a copy of your current curriculum vita.