

FACULTY SABBATICAL LEAVE FORMAT

Each proposal must include the following items in the order listed. Each item shall be clearly labeled. The maximum length of the application (parts I and II) is ten pages.

Part I. Cover Page (1 page). Use provided template.

1. Faculty Development Award Program: **FACULTY SABBATICAL LEAVE**

2. **APPLICANT INFORMATION:**

Name:

Department:

Office:

Office Phone:

e-mail address:

Date of initial applicant appointment to full-time faculty status:

Date(s) of previous sabbatical leave(s):

3. **REQUESTED LEAVE PERIOD:** Give the academic year or semester you wish to take your leave. (Leaves are for two semesters at 65% of the applicant's salary or one semester at full pay. If another semester is suitable, please indicate.)

4. **TITLE OF PROJECT:**

5. **SHORT PROJECT DESCRIPTION** (200 words maximum):

6. **ELECTRONIC SIGNATURE**

Part II. (9 pages maximum, numbered, single spaced, 12 point font)

1. **GOALS AND CRITERIA:** State the tangible goals and outcomes of this project and what you believe would be a fair criteria for evaluating the success of the project by the Provost and future FBC committees.
2. **DETAILED PROJECT DESCRIPTION:** Indicate how the goals of the project will be achieved in a way that is thorough, coherent, and non-technical. Include where the project will be conducted, the urgency of the project, and a tentative timeline for the project.
3. **VALUE OF THE PROJECT:** State the specific values of the project related to: (1) The Applicant's professional growth and status; (2) The scholarly community; (3) The Applicant's teaching and students; (4) The University; and (5) The non-academic community.
4. **BACKGROUND OF APPLICANT RELEVANT TO THIS PROJECT:** List relevant research, education, teaching experience, etc.
5. **OTHER SUPPORT AND COMMITMENTS:** State all the supplemental funds, including any compensation that you have received or may receive, that are available for the project as well as other commitments that you have from NKU and/or other institutions. List both those to which you are committed and those for which you have applied. Supporting letters should be included in the Appendix. Applicants should encourage their chair/program director to address the availability of funds at the department level in their letters. If no other funding is available, simply state this.

Part III. Appendix

1. **SUPPORTING DOCUMENTATION.** For example, this may include letters from collaborators, publishers, or individuals, groups, or organizations that may provide support for your project.
2. **VITA:** (maximum length of three pages)
3. **PREVIOUS FBC AWARDS:** (List by year all previous FBC awards. For each award provide a statement of the outcome of the award. For previous sabbaticals, describe how the "opportunity for others in the NKU community to learn about the results of your work" requirement in section XII.A.4 of the Faculty Handbook was met.) Faculty who have not completed reports for past FBC awards are not eligible. To confirm that you have submitted all development award reports contact the Faculty Senate secretary, Grace Hiles (hilesg1@nku.edu).

