# Application for Sabbatical/Leave of Absence Form ⅋

This form will be submitted to your discipline coordinator. Upon review, the workflow will then go to the Office of Academic Affairs. Sabbatical and non-sabbatical leaves are assessed separately. Additional information on non-sabbatical leaves for tenured and tenure track faculty may be found in sections 14.2 and 14.3 of the TT Faculty CBA found on the OAA sharepoint. More information on sabbatical for tenured and tenure track faculty may be found in section 14.1 of the TT Faculty CBA. All leave applications must be completed by November 15 for the next Academic Year. This information will flow to your Program Coordinator/AU Leader for their review and submission. The Program Coordinator/AU leader will need to submit their responses by December 1. The Office of Academic Affairs will forward completed sabbatical applications by eligible faculty to the AAUP Sabbatical Application Committee for review. The committee shall submit its confidential advisory recommendations to the Provost no later than December 20 for final approval.

* Required

* This form will record your name, please fill your name.

[                                        ]

1. First Name *

[                                                          ]

2. Last Name *

[                                                          ]

3. What are you applying for? (check all that apply) *

◯ Sabbatical Full Pay

◯ Sabbatical Half Pay

◯ Leave Without Pay

4. Date of leave being requested (click all that apply) *

☐ Fall 2024

☐ Spring 2025

5. What is the academic year that you are applying for? *

◯ AY24-25

6. What is your Academic Unit? *

Select your answer ⌄

7. What is your Program? *

Select your answer ⌄

8. Who is your Program Coordinator/AU Leader? *

Select your answer ⌄

9. Length of service in the University System of New Hampshire *

◯ Less than 6 years

◯ 6 years or more

## CRITERIA

[From 14.1.1.2 of the CBA] Applications for sabbatical leave shall be judged on the quality of the proposal; the relation of the project to the discipline, the AU, the cluster, and the University; the contribution of the project to the scholarly/professional activity and the teaching of the applicant; the likelihood that the applicant will be able to complete the proposed activities within the timeline; the expected results; including the impact on teaching and other activities

10. Have you been granted any previous leaves? *

○ Yes

○ No

11. Type of previous leave *

Select your answer ⌄

12. Start date of previous leave *

[_____] 📅

13. End date of previous leave *

[_____] 📅

14. Please describe the current proposed project below. *

Max 4000 characters

[_____]

15. Please provide additional/clarifying information regarding the four criteria below:
1) The relation of the project to the discipline, the AU, the cluster, and the University
2) The contribution of the project to your scholarly/professional activity and teaching
3) The likelihood of the project completion based on the proposed timeline
4) The expected results including the impact on teaching and other activities *

Max 4000 characters

[_____]

16. Proposed funding source (if applicable) *

&#9711; Grant funded

&#9711; Fellowship funding

&#9711; No funding

17. Will there be any travel associated with the requested leave? *

&#9711; Yes

&#9711; No

18. Where will you be travelling? *

Max 250 characters

19. Will the proposed project incorporate collaborators or resources external to PSU? *

&#9711; Yes

&#9711; No

&#9711; Maybe

20. Please list external collaborators and/or resources *

21. Will you be employed outside of PSU during your leave? *

&#9711; Yes

&#9711; No

22. Please indicate the external employers and the total remuneration you expect to receive *

[                                                                    ]

The value must be a number

23. Grant name *

[                                                                    ]

24. Fellowship name *

[                                                                    ]

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