

COLLEGE OF NATURAL & AGRICULTURAL SCIENCES

SABBATICAL LEAVE PLAN (Attachment to UPAY 573)

NAME _____ DEPARTMENT _____

Your Sabbatical Leave Application Form requires a specific and concrete statement of your program, which you propose to follow while on leave. Listed below are outlined sections to be completed by you in accordance with APM 740-94 to be appended to the Application (UPAY 573). Be sure the application is filled out completely. Particular attention should be paid to A.13 (a short statement of the purpose of the Leave and the location while on leave). This information is used by the Academic Senate for the purpose of awarding extramural and travel grants.

Within 90 days following return from leave, a concise report must be submitted to the Dean's Office. Filing a report is a precondition for approval for subsequent Sabbatical Leaves. In addition, the report must be available in the department, if requested during review in the merit/promotion process.

- a. A brief history of the project, from inception through progress to date and projection as to completion date. This history will include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned. (APM 740-94a)**
- b. Significance of the project as a contribution to knowledge, to art, to a particular profession, or as an expected contribution to the applicant's increased effectiveness as a teacher and scholar. (APM 740-94b)**
- c. Name(s) of the location(s) or institution(s) where the project will be carried out, and the names of colleagues, if any, with whom it will be conducted. (APM 740-94c)**
- d. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies. (APM 740-94d)**
- e. Description of all financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025 and APM - 670. Description of any fellowship, grant, and/or government-sponsored exchange lectureship. Description of any proposed arrangement under which the appointee would receive additional salary for research in accordance with APM - 740-18-c, any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved. (APM 740-94e)**
- f. Description of University service which will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence. See APM - 740-8-b. (APM 740-94f)**