



2017 - 2018

APPLICATION for SABBATICAL -or- FACULTY IMPROVEMENT LEAVE in 2018-2019

INSTRUCTIONS TO APPLICANT: Attach a description of your proposed sabbatical or FIL, providing the information listed on the Format Recommendations sheet (page 2 of this document). Include the criteria by which your department can evaluate the success of your Sabbatical/FIL. This application (with attachments) must be submitted to your department chairperson no later than September 15. CHAIRS, please send a copy of this form without attachments to Linda Moore in Human Resources (or scan to lmoore@ysu.edu) within five (5) days of receipt.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- [ ] FACULTY IMPROVEMENT LEAVE (ONE TERM)
[ ] SABBATICAL (ONE CONTRACT YEAR)

PERIOD OF LEAVE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

RANK: \_\_\_\_\_ DATE OF EMPLOYMENT AT YSU: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ YEARS OF SERVICE AT YSU: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

ADMINISTRATIVE ACTION

ATTACH COMMENTS AND FORWARD A COPY OF THE COMMENTS TO THE APPLICANT.

- [ ] RECOMMENDED
[ ] NOT RECOMMENDED

Department Chairperson Date

ATTACH COMMENTS AND FORWARD A COPY OF THE COMMENTS TO THE APPLICANT.

- [ ] RECOMMENDED
[ ] NOT RECOMMENDED

College Dean Date

- [ ] RECOMMENDED
[ ] NOT RECOMMENDED

Sabbatical/FIL Committee Chairperson Date

- [ ] APPROVED
[ ] NOT APPROVED

Provost Date

## Sabbatical/FIL Application Format Recommendations

Each application should stand on its own merit. The application should be written in a way that it can be understood by an individual who is not an expert in your field. Make every effort to ensure that all jargon is carefully explained and the problem is presented in a way that can be understood by the review committee. Demonstrate how this activity will be of benefit to the department, college, and University.

The application should include all of the following components:

- I. Cover sheet
- II. Statement of Work (**limited to five pages total**)
  - A. Abstract, limited to 250 words
  - B. Narrative, including:
    1. Background information, a description of the problem, its significance, and relationship to applicant's current research and other research in the field.
    2. Relationship of the activity to departmental/college mission and goals.
    3. Statement of objectives, providing the specific aims or goals of the proposed activity and the outcomes to be achieved.
    4. Procedures for carrying out the proposed work. Do not assume that the reader will be familiar with methods; provide sufficient explanation that a reader who is not expert in the field can understand how the procedures will lead to the desired outcomes.
    5. Availability of needed resources: facilities, budgetary resources (if applicable). If travel is involved, demonstrate that the host site supports the activity.
    6. Assessment measures. How will you evaluate the outcomes of the activity?
    7. Plans for dissemination of the outcomes.
  - C. Applicant's vita (**limited to three pages**), including listings of pertinent publications, grant applications, grant awards (both internal and external).
  - D. Statement from the chair and/or Dean indicating support for the proposed activity and describing how the workload will be covered within the department/college.
  - E. Appendices may include letters of support from external organizations or host sites providing required resources or otherwise supporting the proposed activity.