

# College of Science and Health

## SABBATICAL LEAVE APPLICATION

University of Wisconsin-La Crosse

Name:

Telephone Number:

Rank:

Department:

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Title of Project:

Dates of Project:

Location(s) of Project:

Date of Last Leave:

Date of Last Sabbatical:

Requesting: (check one)

\_\_\_\_\_ Two (2) semesters

\_\_\_\_\_ One (1) semester

\_\_\_\_\_ Fall \_\_\_\_\_ Spring

Please check here that the following are included or are not applicable:

\_\_\_ Current, brief CV

\_\_\_ Letter of support from Department Chair

\_\_\_ Table of sabbatical costs and possible funding sources

\_\_\_ Letter(s) of support from collaborator(s)

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Should funds (in addition to salary) be required to support this sabbatical proposal, the candidate is encouraged to apply for Faculty Development Grant and/or Faculty Research Grant.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have sent a letter to the Dean of the College of Science and Health indicating how courses would be covered during the sabbatical and what the associated department costs would be.

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The sabbatical application must have the following sections:**

- I. Abstract of Project
- II. Introduction
- III. Project Description
- IV. How the project meets UW System Sabbatical Guidelines (see provost website)
- V. How the project meets CSH Sabbatical Guidelines (see college website)
- VI. Estimated Budget (see format next page)
- VII. References
- VIII. Regents' Abstract (see format on page 4)
- IX. Letter of support from Chair
  - a. Chair should ALSO submit separate letter to Dean indicating how courses will be covered during leave and associated department costs.
- X. Letter of support from Collaborators
- XI. CV



If your application moves forward, all UW System sabbatical abstracts will be compiled in a document that will be made available to the Regents. Please write a short (e.g., 3-4 sentences; **100 words maximum**) abstract that is clear, and appropriate to the criteria. To help you develop an appropriate abstract, see the "Guidelines and Sample UW System Sabbatical Abstracts" document link at the CSH Sabbatical Committee website.