**APPLICATION FOR SABBATICAL LEAVE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) for which applying for sabbatical leave:  Fall 20 \_\_  Spring 20 \_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Date began full-time employment at NYIT:** |  |
| Current Rank: |  | Effective Date: |  |
| Tenure (yes or no): |  | Effective Date: |  |

|  |
| --- |
| **List all previous leaves of any sort:**  |
| Type and Purpose of Each Previous Leave  | Start Date  | End Date  |
|  |  |  |
|  |  |  |

**Anticipated address during the period of the sabbatical leave:**

**Description of Project**

Please provide a concise description of the intended sabbatical activity. Please include:

* the date that the project will begin or began,
* the present status of the project including any initial work that you have completed,
* the nature of the proposed project,
* the names and locations of any authorities or institutions to be consulted during the project,
* the location(s) at which the project will be conducted,
* the expected completion date of the project,
* the expected products of the project (publications, presentations, exhibits, etc.), and
* the relationship of the project to your long-range professional objectives.

**Qualifications and Preparation**

Please provide a concise description of your qualifications for this project and your preparation for this project.

**Benefits to NYIT**

Please provide a concise description of the benefits to NYIT of your engaging in this project.

**Awards and Grants During Sabbatical**

Please list and describe any awards and/or research and travel grants that you intend to apply for, or have applied for, or have received for the period of the proposed sabbatical.

**Financial Support During Sabbatical**

Below please list any salary or stipends expected during the period of the proposed sabbatical leave, in addition to your salary from NYIT.

**Assurances and Recommendations**

I agree to continue to serve NYIT for at least one year after the expiration of my sabbatical leave, and to submit within one month of my return from sabbatical a written report of my sabbatical activity to my department chair, dean, and the vice president for academic affairs.

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature by the department chair affirms that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the award and that the proposed study, research, or work described in the application is consistent with NYIT’s sabbatical leave principles.

**Please see Current AAUP contract for NYIT Sabbatical Leave Policies**