

**Sabbatical Application**

**Due October 1**

**Name:**

**Department:**

**Title of Project:**

***Requested term of sabbatical:***

If you plan to take a full-year sabbatical, please indicate whether your decision depends on acquiring outside funding, whether you have already secured that funding, and the date by which you expect to decide whether to take a full year.

[ ]  I have secured outside funding or won’t need it in order to take the full year.

[ ]  My decision to take a full year’s sabbatical depends on acquiring outside funding that I don’t have. I expect to decide whether to take a full year by       (date; must be a date before 3/1).

**[ ]  Please check here to indicate that your department chair has reviewed and approved this proposal.**

***Brief summary of project*** (up to 300 characters) This may be included in Provost Office reports to internal and external audiences. Please write in the third person and briefly mention anticipated scholarly products (publications, presentations, performances, etc.).

***Project Description, Scholarly Products, and Timeline*.** Please elaborate onspecific goals of the sabbatical project. Describe scholarly products that you anticipate resulting from the work and a timeline for completion of the project. Please limit this section to two pages or fewer.

**Brief summary of the results from your last sabbatical** (e.g., publications that resulted, courses that were developed or supplemented, networking connections that were made).

***Funding*** If you wish to apply for funding to support research expenses associated with the project, please complete the separate Sabbatical Research Grant application (Note: Faculty applying for a sabbatical would not typically apply for a Professional Development Grant in the same year.)

Are you submitting a separate Sabbatical Research Grant?

If you are seeking any additional funding, please describe it here, including the timeline for when you expect to know if your funding has been granted.

**Please submit the proposal electronically to Leanne Dzubinski (****ldzubinski@westmont.edu****) by Oct. 1st. If applying for funding of research-associated costs, the sabbatical research grant application must also be included.**