

**Article 24.00 Appendix I**

Acadia University  
APPLICATION FOR SABBATICAL LEAVE

Name of Applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Department/School: \_\_\_\_\_

Date of Appointment at Acadia: \_\_\_\_\_

Present Academic Rank: \_\_\_\_\_

Date of Continuing Appointment: \_\_\_\_\_

Date of Tenure: \_\_\_\_\_

Date(s) of previous Sabbatical Leave(s): \_\_\_\_\_

\_\_\_\_\_

Please provide the following information:

1. Nature of your most recent Sabbatical Study
2. Dates of Sabbatical Leave for which you are asking
3. Location of proposed Sabbatical activity.
4. Statement of the program and nature of your Sabbatical Plan. (Attach in greater detail on separate sheets a full description of the activities you intend to pursue while on Sabbatical, giving specific dates, places, person with whom you will work, and copies of applications for any grants you are seeking.)
5. Comment upon the relevance and benefit of this plan to you personally, your Department/ School, and to the University.
6. Should you intend to be involved in teaching through Open Acadia, indicate how this intention fits within your sabbatical plan.
7. Attach curriculum vitae (Article 24.13).
8. Date Application \_\_\_\_\_
9. Sign Application \_\_\_\_\_

From the Department

1. Departmental evaluation of the sabbatical plan's potential for making a scholarly, pedagogical or professional contribution (Article 24.13).

2. If the sabbatical focus is on teaching, how does the project fit into its overall instructional program?
3. If the sabbatical focus is on a Librarian's professional skills or ability to deliver service, how does the project fit into the Library's plan?
4. If the sabbatical focus is on an Instructor's professional skills or ability to improve expertise in his/her area of responsibility, how does the project fit into the Department's plan?
5. Is there a request for deferral (Article 24.13(b))?
6. Signature of Head \_\_\_\_\_

From the Dean/University Librarian

1. Dean's/University Librarian's evaluation of the sabbatical plan's potential for making a scholarly, pedagogical or professional contribution (Article 24.13(d)).
2. Is there a request for deferral?
3. Signature of Dean/University Librarian \_\_\_\_\_