

CENTRAL WASHINGTON UNIVERSITY  
**SABBATICAL LEAVE APPLICATION**

FOR THE **2019-2020** ACADEMIC YEAR

**PROCESS:**

**THE ORIGINAL APPLICATION PLUS SIX (6) COMPLETE SETS 3-HOLE PUNCHED MUST BE DELIVERED TO YOUR DEPARTMENT CHAIR/PRINCIPAL ADMINISTRATOR BY OCTOBER 5, 2018.** The chair or principal administrator shall forward the application with his/her written recommendation, including an evaluation of merits of the proposal and benefits the proposal could provide the faculty member and programs offered in the Department, to the appropriate dean on or before October 19, 2018. The dean will forward the application with his/her recommendation and the chair's recommendation to the Office of the Provost on or before November 7, 2018. The Office of the Provost will forward the entire application to the Sabbatical Leave Committee. The committee will present a list of acceptable applications to the Provost, who then will make a recommendation to the Board of Trustees for final approval.

**APPLICATION:**

A complete application will consist of:

- 1) General Information Page (see form)
- 2) Project Description that addresses the following evaluation criteria mentioned in CBA Article 19.3.3.
  - A. Academic or scholarly significance
  - B. Soundness of design, procedure, or operational plan, including clear objectives
  - C. Relationship of the planned activity to the individual's area of study
  - D. Expected Category A, B and/or other outcomes and dissemination of results
  - E. Evaluation of applicant's ability to achieve the goals of the proposal
  - F. Value of the project in terms of benefit to the institution upon the applicant's return from sabbatical leave
- 3) Endorsement Pages (Forms to be completed by the chair/principal administrator and Dean. See below.)
- 4) A list of foundations, institutions or other organizations that the applicant will be affiliated with during the sabbatical. (Please attach separately.)
- 5) A complete list of grants and stipends (other than those granted by the institution) that will be available to the applicant during the sabbatical. (Please attach separately.)
- 6) If travel is included in the sabbatical leave, the need must be justified in terms of the proposed project or plan for study. (Please attach separately.)
- 7) A complete professional CV listing appropriate research, scholarly or artistic achievements, and activities. (Please attach separately.)
- 8) Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution may be submitted as appropriate. (Please attach separately.)
- 9) Identification and outline of planned or anticipated non-University administered compensation that may create a conflict of interest.

## GENERAL INFORMATION PAGE

### Instructions:

Begin each page of your application with your name and department. Submit the **original and six copies that are three hole punched** of your entire application package to the department chair/principal administrator by **October 5, 2018**.

Date: \_\_\_\_\_

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

Department: \_\_\_\_\_

Rank: \_\_\_\_\_

Original Date Employed at CWU: \_\_\_\_\_

Date Received Tenure: \_\_\_\_\_

Proposed Leave Dates, (Example: **2019-20 AY, Fall 2019, Winter 2020**), \_\_\_\_\_

Previous Leave Dates: \_\_\_\_\_

Summary of proposal: (25-100 words)

I have read and understand CBA Section 19.5 Special Conditions related to sabbatical leave and will comply with those conditions to the best of my abilities.

Applicant's Signature: \_\_\_\_\_

## **CHAIR ENDORSEMENT PAGE**

Evaluation of merits of the proposal and benefits the proposal will provide the faculty member and programs offered in the Department.

### **Evaluation of Merit:**

Please write a recommendation on how the workload of the department will be met if this leave request is granted.

### **Workload Recommendation:**

### **Endorsement of Department Chair/Principal Administrator:**

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

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Signature of Chair/Principal Administrator

Date

## **DEAN ENDORSEMENT PAGE**

**Dean Recommendation:**

### **Endorsement of Dean:**

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

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Signature of Dean/Appointing Authority

Date