

Administrative Faculty Sabbatical Request

Guidelines: Attach a copy of your vitae
Attach a Contract for Sabbatical Leave

Name: _____

Job Title: _____

Division/Unit: _____

Supervisor: _____

Please complete the following questions. Feel free to insert the answers in this document and email it back to the sender.

1. Years of continuous service with Eastern Oregon University? _____
2. Length of leave being requested in months? _____ From: _____ To: _____
3. Purpose of leave (please check all that apply).
 - to prepare new material or information which has institutional implications
 - to prepare to move to a different position in the University
 - additional training for current position is needed
 - proposed activity will result in benefit for the support service functions of the University
 - is this activity directly related to completing an advanced degree?
 - other-please explain
4. Location of sabbatical leave? _____
5. If you have been granted a sabbatical or leave of absence in the past, what was the date and length of the last sabbatical? _____
6. What benefits will accrue to the institution from this sabbatical leave?

Please provide a narrative addressing the following questions.

- ◆ How would you describe the professional merit of this proposal?
- ◆ Have you received a special invitation, grant, award or project that adds priority to this sabbatical request?
- ◆ Is there previous history or commitment to the planned sabbatical activity, such as background work, previous personal sacrifice, attempts to obtain funding, etc.?
- ◆ To what degree is there external recognition?
- ◆ Has outside funding been acquired for this activity? If so, how much and from whom?
- ◆ Please provide a detailed plan of sabbatical activities.