



**Loyola
Marymount
University**

University Sabbatical Review Committee

APPLICATION FOR SABBATICAL LEAVE AND PRE TENURE SABBATICAL LEAVE

PLEASE NOTE: The entire application packet should be forwarded to each subsequent level of review.

Section One – Faculty Information

FACULTY NAME: _____

Department: _____

College or School: _____

Rank: _____

SABBATICAL REQUEST YEAR: _____

LENGTH OF SABBATICAL REQUEST: (double click on the box to mark)

- Academic Year Fall Semester Spring Semester

USE OF HUMAN OR ANIMAL SUBJECTS

Please check applicable box(es) below:

- My sabbatical research plan/study involves human subjects.
- My sabbatical research plan/study involves animal subjects.
- My research study has already been approved by the IRB/IACUC.
- I will submit my proposal to the IRB/IACUC before beginning the research.

Section Two – Sabbatical Leave Proposal

TITLE OF PROJECT: _____

The proposal should be written in clear and precise English, easily understandable to a scholar in another discipline.

In order to have uniformity of presentation styles and to facilitate an effective evaluation, the proposal should address the following six issues in order and should include the headings provided, verbatim. The proposal text must be limited to no more than five (5) pages in length. Thus, a completed application will consist of this page and no more than five (5) additional pages of supportive material. In addition, an updated résumé (CV) (limited to 6 pages) must be attached. Additional materials, e.g., reprints etc., will not be considered by the Sabbatical Review Committee.

Please keep track of the number of days you traveled for Sabbatical research. You will be asked to report the number of days in your subsequent report.

1. SPECIFIC AIMS A concise and realistic statement should describe what the proposed research is intended to accomplish in terms of its potential contribution to the applicant's field of professional study. (It is recognized that sabbatical work will contribute directly or indirectly to one's teaching; but benefits to teaching are not in and of themselves, justification for approval of a sabbatical project.)
2. SIGNIFICANCE The background to the proposal and a critical evaluation of existing knowledge should be briefly sketched. The importance of the proposed sabbatical research should be stated by relating its aims to the longer term objectives of the applicant's research interests.
3. RELEVANT EXPERIENCE The applicant's research experience pertinent to the project should be described. Any information that establishes the investigator's competence to pursue the proposed project will strengthen the proposal.
4. RESEARCH PLAN AND METHODS The project design procedures to be employed should be clearly articulated. In your description, please explain why the project design and procedures are appropriate for your study.
5. ASSURANCES OF SUPPORT If applicable, please indicate any assurances of support or cooperation (granted or pending) from individuals, institutions, or agencies needed for conducting the sabbatical work.
6. DISSEMINATION OF RESULTS Describe by what means the results of your study/creative work will be presented to professional peers outside the University. In other words, what plans do you have for presentation or publication of your results for assessment by experts in your field of study?

Section Three – Sabbatical Agreement and Applicant Signature

SABBATICAL AGREEMENT

I agree to the following conditions upon approval of my sabbatical leave:

1. In support of this application, I have attached my sabbatical proposal (as outlined in Section Two above) and curriculum vitae.
2. I agree to return to the University for at least one year of full-time teaching after the sabbatical year.
3. I agree to inform my Chair, Dean, and the Provost of any substantive amendment to the original proposal.
4. Upon completion of my sabbatical, I agree to submit a detailed report of my sabbatical project:
 - to my Department Chair,
 - to my Dean, and
 - to the Provost.

Signature: _____

Date: _____

Section Four – Chair's Reference Form**CHAIR'S REFERENCE FORM**
To be completed by Department Chair

The University Sabbatical Review Committee would appreciate having your evaluation in connection with the sabbatical proposal of:

FACULTY NAME: _____

SABBATICAL REQUEST YEAR: _____

LENGTH OF SABBATICAL REQUEST: (double click on the box to mark)

Academic Year

Fall Semester

Spring Semester

Please discuss the proposal and qualifications of the applicant for the proposed sabbatical in the spaces provided below or you can attach a word file:

1. Proposal (importance, feasibility, etc.):

2. Applicant (qualifications, general record or promise):

Upon receiving this reference form and the Dean's reference form, the Sabbatical Review Committee will begin its review of this applicant's proposal.

Department Chair

Date

Section Five – Dean’s Reference Form

DEAN'S REFERENCE FORM

To be completed by Dean

The University Sabbatical Review Committee would appreciate having your evaluation in connection with the sabbatical proposal of:

FACULTY NAME: _____

SABBATICAL REQUEST YEAR: _____

LENGTH OF SABBATICAL REQUEST: (double click on the box to mark)

Academic Year

Fall Semester

Spring Semester

Please discuss the proposal and qualifications of the applicant for the proposed sabbatical in the spaces provided below or you can attach a word file:

1. Proposal (importance, feasibility, etc.):

2. Applicant (qualifications, general record or promise):

Upon receiving this reference form and the Chair’s reference form, the Sabbatical Review Committee will begin its review of this applicant's proposal.

Dean

Date

ROUTING PROCEDURE:

- **Faculty member** completes **Sections One through Three** and forwards the application packet to the Department Chair.
- **Department Chair** completes **Section Four** and forwards the application packet to the Dean.
- **Dean** completes **Section Five** and forwards the application packet to the Office of the Provost at jasmine.robinson@lmu.edu.
- **The Office of the Provost** forwards the application packet to the **Sabbatical Review Committee (SRC)**.
- Upon final approval, the **Office of the Provost** sends approval letter to faculty member.