



# APPLICATION FOR SABBATICAL LEAVE

## TO BE COMPLETED BY THE APPLICANT:

Applicant Name:   Title:  Employee ID:   
 Department:  BSU E-mail:  Campus Mail Stop:   
 College/School:   
 Date of Initial BSU Faculty Tenure Appointment:  Date of Tenure Award:   
 Dates of previous sabbatical leave(s) and leave(s) without pay:   
 Period of sabbatical leave covered by application (enter YY)    Fall 20     Spr 20     Full Year 20     Other

### Required Application Material (Checklist):

- Application for Sabbatical Leave (this form)
- Abstract of Project (50 words max)
- Detailed Statement of Leave Plans (6 pages max, see BSU Policy #4400 II.C.3 for details)
- Two Peer Review Letters (one letter from off-campus)
- Curriculum Vitae (6 pages max)
- Chair Evaluation Letter (added by Chair)
- Statement of intention to return (see below)

## RETURN COMMITMENT AGREEMENT (TO BE COMPLETED BY THE APPLICANT):

*I hereby agree to return to and to work for Boise State University as a full-time faculty member for the period of at least one (1) year following completion of the sabbatical leave. I acknowledge that, pursuant to BSU Policy #4400, my failure to comply with the agreement shall constitute an obligation to repay BSU any remuneration received from BSU during the period of leave.*

Date	Applicant Name ( <i>print</i> )	Signature

**CHAIR APPROVAL:**  Yes     No

Instructional Replacement Costs Requested: \$ \_\_\_\_\_

Date	Department Chair Name ( <i>print</i> )	Signature

**DEAN APPROVAL:**  Yes     No

Date	Dean Name ( <i>print</i> )	Signature

**PROVOST APPROVAL:**  Yes     No

Instructional Replacement Costs Approved: \$ \_\_\_\_\_

	John Buckwalter, PhD	
Date	Provost Name ( <i>print</i> )	Signature

**One original paper copy of your application that includes all contents listed in BSU Policy #4400, Section II C, must be forwarded to your Department Chair on or before December 1st.**

Chair will attach his/her evaluation letter to the original application and forward to appropriate dean on or before **December 31st**.

Dean will approve and forward the chair's evaluation letter with the original application to the Office of the Provost and Vice President of Academic Affairs on or before **January 15th**. The Office of the Provost will forward all applications and evaluation letters to the Sabbatical Committee.