# Sabbatical Leave Evaluation Form

Applicant Name: _____ Department: _____

Title: _____ Date of Tenure Award: _____

Date of initial appointment as an official faculty member: _____

Dates of previous sabbatical leave(s) and leave(s) without pay: _____

Candidate meets eligibility requirements: ☐ Yes    ☐ No

Period of sabbatical leave[enter year]: ☐ FA____    ☐ SP____    ☐ FY____-____    ☐ CY____

| Required Application Materials: | Included | Not Included |
|---|:---:|:---:|
| • Abstract (>50 words): | ☐ | ☐ |
| • Detailed Statement of Leave Plans: (Goals, objectives, & methodology used) | ☐ | ☐ |
| • List of Affiliate Organizations: | ☐ | ☐ |
| • Timeline/calendar of activities | ☐ | ☐ |
| • Funding and alternate plan (if applicable) | ☐ | ☐ |
| • Statement of anticipated outcomes | ☐ | ☐ |
| • Supporting Bibliography | ☐ | ☐ |
| • Two Peer Review Letters (one off campus): | ☐ | ☐ |
| • Curriculum Vitae (max 6 pages): | ☐ | ☐ |
| • Chair Evaluation Letter: | ☐ | ☐ |
| • Statement of Intention to Return to BSU: | ☐ | ☐ |
| • Dean Approval/Signature: | ☐ | ☐ |
| • Chair Approval/Signature: | ☐ | ☐ |

Instructional Replacement Costs Requested: _____

**Evaluation**

Check mark whether the applicant satisfied each component

|  |  | Satisfied | Incomplete |
|---|---|---|---|
| 1. | Application properly formatted | ☐ | ☐ |
| 2. | Adequacy of description and goals | ☐ | ☐ |
| 3. | Timetables and availability of materials | ☐ | ☐ |
| 4. | Ability of individual to compete the project: *Background, previous experience, personal bibliography* | ☐ | ☐ |
| 5. | Value of the project is identified, with regards to: | | |
|  | a. To students | ☐ | ☐ |
|  | b. To University | ☐ | ☐ |
|  | c. The community | ☐ | ☐ |
| 6. | Letters of Evaluation: *Note: At least one letter must come from off campus. If applicable, a letter from the affiliated organization specifying the nature of the arrangement must be included (if this letter is used as affiliate support, it must meet the requirements specified in II.C.4)* | | |
|  | a. Peer one | ☐ | ☐ |
|  | b. Peer two | ☐ | ☐ |
|  | c. Department Head/Chair *(or Dean if applicant is Chair)* | ☐ | ☐ |
| 7. | Availability of funding | ☐ | ☐ |