

**University of Southern Indiana  
College of Liberal Arts  
Request for Sabbatical (Leave of Absence, with pay)**

**Proposal Title:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Academic Title:** \_\_\_\_\_

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

**Date of Initial Appointment as a full-time member of the USI faculty:** \_\_\_\_\_

**Have you had a prior sabbatical leave:** yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, list the date(s) of the leave

**Period of Proposed Leave (select one):**

- Fall 20xx semester at full pay \_\_\_\_\_
- Spring 20xx semester at full pay \_\_\_\_\_
- Full-year 20xx-20xx at half pay \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

Recommendation of department chair with a statement forwarded to the Dean of the College of Liberal Arts, concerning how the leave of absence will be covered.

**Signature:** \_\_\_\_\_

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

Abstract of the proposed project (100-250 words):

Please include a statement concerning how the proposed project relates to the applicant's ongoing scholarly agenda (250 words):

Please include a statement concerning how and why the proposed project will be of interest to others in the field and what its potential implications are (250 words):

Please include a statement concerning the intended outcome(s) of the proposed project (250 words):

Please include a statement describing where the work described in the proposal will be conducted. If conducted at USI, please provide justification (250 words).

Please include a statement detailing all arrangements that have been made to pursue the proposed project. Please attach copies of any letters of permission, etc. to utilize the resources and/or facilities of other universities, sites, museums, archives, libraries, agencies, or other organizations at which the proposed project is to be conducted (100-250 words).

If applicable, has the proposal been reviewed by the Institutional Review Board?

Yes \_\_\_\_\_ Exemption Number \_\_\_\_\_ IRB Approval Date \_\_\_\_\_

No \_\_\_\_\_

Completed applications should be submitted to one's department chair early so that the chair has sufficient time to write a letter of recommendation.

All applications must be submitted to Dean Del Doughty by **Monday September 11, 2023**.

**APPLICANT:** \_\_\_\_\_

I recommend \_\_\_\_ do not recommend \_\_\_\_

Department Chair comments are to include strategies for filling classroom assignments for a member on sabbatical leave.

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair signature

I recommend \_\_\_\_ do not recommend \_\_\_\_

Dean comments:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean signature

I recommend \_\_\_\_ do not recommend \_\_\_\_

Provost comments:

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Date

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Provost signature

I recommend \_\_\_\_ do not recommend \_\_\_\_

President comments:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
President signature