

**LAWRENCE UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE**

Please complete this form and return it to the Office of the Provost and Dean of the Faculty no later than the first Friday of the Second Term of the academic year prior to the academic year in which the sabbatical is proposed.

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**TERM OR TERMS OF SABBATICAL FOR WHICH YOU ARE APPLYING.**

(A separate application is required for each academic year; request only the term(s) you wish to take next year.)

_____	_____
Term or Terms	Academic Year

**YEAR(S) AND TERM(S) OF LAST SABBATICAL(S)** (up to three)

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\_\_\_\_\_

\_\_\_\_\_

**PURPOSE OF THE SABBATICAL:**

Please be as specific as possible in describing your plans for sabbatical. Will you begin a new project or continue a project already begun? If the latter, how much have you accomplished thus far? Do you anticipate completion of the project during the sabbatical? If not, how much do you expect to accomplish during the sabbatical, and when do you anticipate completing the project? Where will you be working, and how much work-related travel do you anticipate? If this sabbatical is to further your teaching, what do you plan to do and how will the time on sabbatical assist you in doing it? If there are specific courses you intend to revise or prepare based on what you accomplish on sabbatical, what are those courses and how do they fit into the curriculum of your department or an interdisciplinary program?

(attach additional sheets as needed)

**HAVE YOU APPLIED OR DO YOU INTEND TO APPLY FOR OUTSIDE FUNDING FOR THIS SABBATICAL LEAVE?**      YES \_\_\_\_\_      NO \_\_\_\_\_

If so, to what source(s) have you applied or will you apply? For how much have you applied or will you apply? When will you know the decision(s) on your application(s)? **If you have applied for outside funding, please attach a copy of each application to this form.** If you will apply, please send a copy of the application(s) to the Provost and Dean of the Faculty as you complete them.

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Source	\$ Amount	Decision Date
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Source	\$ Amount	Decision Date
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Source	\$ Amount	Decision Date
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*NOTE: Upon receipt of an application for sabbatical leave, the Provost and Dean of the Faculty will seek from the chair of the applicant's department (or from the Dean of the Conservatory of Music when the applicant is a member of the Conservatory faculty) advice as to how the proposed leave will affect the department's (or the Conservatory's) curriculum.*

skm 11/06