

WAGNER COLLEGE
SABBATICAL LEAVE APPLICATION
DUE OCTOBER 15

DATE _____
CANDIDATE _____ RANK _____
DEPARTMENT _____ YEARS AT WAGNER, INCLUDING CURRENT YEAR _____

1. When do you want this sabbatical?
Fall Spring Academic Year _____
2. Have you previously received a sabbatical leave? Yes No
If so, when: _____
3. Submit a current curriculum vitae.
4. Submit a 3 - 5 page research proposal and relevant bibliography. Your proposal should address the relevance of your research/course of study for your discipline and your scholarly development as well as its relation to teaching at Wagner College. Please outline the timetable for your work and the likely scholastic outcomes.
5. Statement of the project:
 - a. State the intent of your project in one succinct paragraph.
 - b. At what stage is your work on this project at present?
(submit evidence including, for example, a bibliography, table of contents or abstract)
 - c. At what stage do you expect your project to be at the close of your sabbatical?
 - d. Submit a tentative work schedule to bring your project from (b.) to (a).
Indicate location(s) where project will be undertaken.
 - e. If you wish, submit additional materials.
6. The purpose of the Wagner College sabbatical leave policy, as stated in the Faculty Handbook "is to improve teaching and scholarship at the College". How will your proposed project improve your teaching effectiveness?
7. How will your teaching assignments be handled during your absence?
 - a. Which of your courses must be taught? _____
 - b. How will such courses be taught?
 - i. Part-time replacement _____
 - ii. Full-time replacement _____
 - iii. Faculty overload _____
 - c. Estimated cost to the College of your sabbatical (to be submitted by Department Head). _____

If granted a sabbatical leave, I agree to return to Wagner College and teach at least one year thereafter and to submit a written report to the Faculty Personnel Committee within one semester following the sabbatical.

FPC recommends that faculty working on sabbatical applications consider the following guidelines in order to create the strongest possible application. Applications should be clearly and concisely written, as well as complete (see the Faculty Handbook for more details).

1. The project should be clearly outlined, including a description of methodology and expected outcomes for the research.
2. Preference will be given to projects that are beyond the earliest stages of development.
3. The candidate should provide evidence of why the project requires freedom from campus responsibilities.
4. If a prior sabbatical has been granted, the candidate should provide evidence of pedagogical or scholarly productivity since that sabbatical. Please note that the pedagogical or scholarly outcomes themselves do not have to be directly linked to the prior sabbatical application.

(Signature of Applicant)

(date)

Approved by: (Department Head)

(date)

Please submit this application to the Provost for the Faculty Personnel Committee.