2015 College of Science
Sabbatical Request Guidelines

Applications due in
College of Science Dean's Office
October 2, 2015

Updated August 2015
Information is posted on College website:

Sabbatical Application Procedures

The College of Science actively encourages faculty to take advantage of sabbatical opportunities.

Full-time faculty at the rank of instructor or above who have completed six years of service without leave with pay may apply for a sabbatical. Sabbatical leave is intended to afford our top scholars the opportunity to participate in research and projects away from campus that they would normally not be able to take advantage of because of their institutional responsibilities. For detailed information, please refer to page 15 of the Faculty Handbook, PS-12 Leave Guidelines, and Chapter III, Section 3-1, of the Bylaws & Regulations of the Board of Supervisors. Per PM-12, if sabbatical leave is granted, a report of the accomplishments under each leave granted shall be made promptly upon return from sabbatical leave. The schedule for the review of sabbatical leave requests and the guidelines for formulating a sabbatical plan and application packet are below.

SCHEDULE FOR REVIEW OF SABBATICAL LEAVE REQUESTS

GUIDELINES FOR FORMULATING A SABBATICAL PLAN AND APPLICATION PACKET

A presentation on "Sabbatical Request Guidelines" is HERE.

A good example of a successful application, courtesy of Prof. Kenneth Schafer is available HERE for your examination.

An example of the requested table of teaching evaluations is given HERE.
Information Key to a Successful Proposal

**Key Elements that Define the Sabbatical**

- What is the plan for the sabbatical?
- How is this sabbatical going to enhance your standing as a scholar / researcher? 
  – new research direction, new collaborations, new skills, complete major pub
  *not just a continuation of an ongoing collaboration, unless it involves a new path in scholarship,*
  *...not just catching up on unwritten papers*
- Present a clear outline of activities, including an alternate plan should contingencies not pan out
- Location of sabbatical: *go beyond LSU!* Present a clear timeline for travel involved
- **Letters of support from Host/Host institution for the visit** – letterhead better, e-mail is OK  *THIS DOCUMENTATION IS VERY IMPORTANT!*
- Complete the documentation of the rest of the material required by PS-36
Content of Package: University Requirements
(SCI comments shown in red or highlighted)

The application begins with the cover sheet included in this document (on page 5) which should be filled out by the applicant. The other forms (pages 6-8) should be completed by the Chair, Deans, and the Campus Review Committee.

Submit one original form and FOUR copies, all with attachments. Please do not staple.

The faculty member’s proposal for Sabbatical Leave must include the following information in the order as listed below. Please be brief but provide sufficient detail for evaluation by administrators at all levels of the University.

CHECKLIST FOR SABBATICAL LEAVE REQUEST

These 9 points can each be addressed in a paragraph- it's best to address each point one-by-one and the total can be accomplished in as little as 2 pages.

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<td>1.</td>
<td>Give the purpose and objectives of the leave. <strong>Do not simply append a grant proposal.</strong></td>
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<td>2.</td>
<td>Briefly outline the activities or work plan.</td>
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<td>3.</td>
<td>Provide the location of the leave, with whom the leave will be spent, and the nature of the arrangements.</td>
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<td>4.</td>
<td>Provide any alternative plan in case original plans are not accomplished.</td>
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<td>5.</td>
<td>Provide the amount of time anticipated to be spent traveling.</td>
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<td>6.</td>
<td>Report any compensation from sources other than LSU System; the amount of compensation, time and service required, and how the service will support the objectives of the leave.</td>
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<td>7.</td>
<td>List any courses for credit or audit which will be taken while on leave.</td>
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<td>8.</td>
<td>State how the proposed leave will enhance standing as a scholar, researcher, and teacher and how the leave will benefit the University.</td>
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<td>9.</td>
<td>Affix signature to proposal.</td>
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The following biographical data must be included in the order listed and each item addressed.

- History of Assignments
- Teaching
  - Documentation of Teaching Activities
  - 1-page summary of Teaching Evaluations over past 5 years (Note: This is an additional SCI requirement)
  - Listing of publications concerning instruction
  - Listing of publications concerning instruction accepted for publication but not yet published
  - Participation in Professional Meetings, Symposia, Workshops, and Conferences on teaching and Local instructional activities
  - Other instructional activities or other contributions to the profession
  - Awards, lectureships, or prizes that show recognition of teaching achievement
  - Research Support/Grant Activities
- Research and Creative Activity
  - Listing of research publications [Published items only]
  - Listing of other publications accepted for publication but not yet published
  - Other creative and artistic contributions
  - Participation in Other Professional Meetings, Symposia, Workshops, and Conferences (other than artistic performances)
  - Other scholarly or creative activities or other contributions to the profession
  - Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement
  - Other research Support/Grant Activities
  - Theses/dissertations directed (Numbers only)
  - Major areas of research interest
- Service
  - Student organizations advised
  - Recruitment of students and faculty
  - University service (department, college, university, and Faculty Senate committees)
  - Professional service
  - Other external service

- Applicants that have had a previous sabbatical should append the sabbatical report (a SCI requirement)
Application Deadline

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