

REQUEST FOR SABBATICAL LEAVE COVER SHEET

1. NAME: _____ 2. DATE: _____

3. DEPARTMENT: _____ 4. RANK: _____

5. Date of Initial Appointment _____ 6. Dates of previous leaves
_____ Sabbatical
_____ Study
_____ LWOP

7. Title of Proposal _____

8. Period of Leave () year () fall semester () spring semester

9. The proposal enclosed should be classified as:

_____ 1. Scholarly research and writing or appropriate creative activity; projects for study at the postdoctoral level.

_____ 2. Projects related to the improvement of instruction or other professional skills.

_____ 3. Work on doctoral dissertations or similar activity to complete a doctorate.

_____ 4. Projects to improve the individual's competence.

10. Attach a written proposal which describes in detail your sabbatical leave plan. Make reference to the contractual criteria. Describe any progress, arrangements, or agreements which you have already made which will contribute to the success of the sabbatical leave (e.g., grant support, visiting appointment, etc.). If you propose a project which will lead to scholarly publication, indicate what previous publications you have that apply to this proposal. If you propose a project relating to the improvement of instruction, indicate your previous experience in this area and why this project is likely to be successful. In general, document the proposal wherever possible.

11. Attach a current copy of your vita.

12. I have read this sabbatical proposal and I believe that this faculty member is likely to complete the proposed plan in the manner that he/she describes. The above appointment date and leave dates are correct.

DEPARTMENT CHAIR'S SIGNATURE

ONLY ONE COPY OF YOUR PROPOSAL AND SUPPORTING MATERIALS NEED BE SENT TO THE DEAN'S OFFICE: HOWEVER, YOU SHOULD ALSO GIVE A COPY TO YOUR CHAIR AND RETAIN ONE COPY FOR YOURSELF.

RHODE ISLAND COLLEGE

<u>Criterion</u>	<u>Weight</u>		_____
1. The quality of the proposal itself as measured by the degree to which it would contribute to the professional growth of the individual and its value to this institution and society.	0 – 70		_____
2. The length of time accrued since the last sabbatical	10	Two points per year beginning with the seventh year of service or since the last sabbatical year to max, of ten.	_____
3. The accomplishments on or as a result of any previous sabbaticals.	8	Four points if no previous sabbatical. Above or below four possible for those with previous sabbaticals based upon cited accomplishments. These should be addressed and documented in the proposal.	_____
4. The problems involving urgency with respect to time or requiring arrangements long in advance.	6		_____
5. The length of service	4	1 – 7 years = 1 point 8 – 12 years = 2 points 13 – 17 years = 3 points 18 up years = 4 points	_____
6. Reporting on previous sabbaticals	2	Attach copy of previous report(s)	_____