Checklist for Sabbatical Application Cover Sheet and Proposal

Faculty and SPS sabbatical applicants, their departments, and colleges/divisions are recommended to use this checklist as a guide to make sure each application adheres to current guidelines before it is submitted to the next level for review.

Check	Cover Sheet Items of Request for Sabbatical Leave
	1. Current cover sheet from the Provost's Office website is used for the sabbatical leave application.
	2. *Applicant's Name* is spelled out fully as Firstname Middle Initial Lastname, as it appears in payroll and other official university documents.
	3. *Employee ID* (not email address or Social Security Number) of the sabbatical applicant is correctly entered in the Employee ID field.
	4. *Classification* is checked for SPS or Faculty, and if tenured faculty, Yes is checked.
	5. *Anticipated tenure date* for faculty applicant under tenure review is correctly entered (usually it is 8/16/20XX for 9-month faculty or 7/1/20XX for 12-month faculty).
	6. *Rank* (if faculty) is entered as Assistant, Associate or Professor, and not as other titles.
	7. *No. of Years of Service at NIU* should be calculated as of the beginning date of sabbatical leave (For example, if NIU employment as professorial faculty began on 8/16/2010 and the sabbatical leave is expected to begin on 8/16/2019, then the correct number of years of NIU service to enter is 9).
	8. *Sabbatical leave requested Semester(s)/Year* is entered as Fall 20XX or Spring 20XX or "Fall 20XX and Spring 20XX" (for full academic year), etc., as appropriate.
	9. Applicant's eligibility for sabbatical leave for the requested semester/year was verified (first sabbatical leave after 5 years and subsequent sabbatical leaves after 6 years).
	10. *Pay for requested leave* is checked as either Full-pay (4.5 months) or Half-pay (9 months).
	11. *Dates and duration of previous sabbatical leaves and all other leaves* with or without pay are entered correctly as Semester/Year or exact dates.
	12. *Brief title of sabbatical* is specific and descriptive of the sabbatical project, and not entered as something generic like "To write a book," "To write paper/manuscripts," "To prepare a proposal," "To do research," etc.
	13. *Brief non-technical statement of the proposed activity and its value* does not exceed **3 lines** and does not say "See Attached" or generic phrases such as "To get release time," "To work on research," "To continue ongoing research," etc.
	14. *Location of sabbatical* including city, state, and country are correctly entered.
	15. *Sabbatical activity information* is checked or explained under "Other".
	16. Applicant's signature and date are entered to indicate the information on the cover sheet is correct and the applicant has read and understood sabbatical requirements.

	17. All required signatures, dates, approved priority ranking or "not approved" fields have been entered correctly.

Sabbatical Leave Proposal

	18. Proposal is typed in Times New Roman 12 point font with at least 1-inch margin on all four sides of the page.
	19. *Project Description* section of the proposal is limited to **three single-spaced pages**.
	20. Sabbatical project's relationship to applicant's scholarly agenda is clearly explained and applicant's works during the past 6 years relevant to the proposed project are indicated.
	21. Benefits of the proposed sabbatical leave to the applicant, applicant's unit and NIU are listed along with anticipated outcomes.
	22. Advanced preparation made to secure the resources (travel, facilities, etc.) necessary for completing the sabbatical leave is explained.
	23. Alternative means arranged to complete the sabbatical project if the necessary resources are not available have been explained.
	24. List of references (if any) cited in the sabbatical proposal are included.
	25. Written report submitted for the applicant's most recent sabbatical leave (if any) is attached.
	26. Applicant's curriculum vitae is attached with the proposal.
	27. All sections of the proposal and attachments are included in the order they are mentioned in the sabbatical leave proposal format.