

**WAGNER COLLEGE
SABBATICAL LEAVE APPLICATION**

Due: October 1
Date: _____

**BEFORE APPLYING FOR A SABBATICAL LEAVE, PLEASE STUDY THE PROVISIONS IN CHAPTER VI OF
THE FACULTY HANDBOOK.**

Name: _____
Department: _____
Rank: _____
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 (c.).
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.

(Signature of Applicant) (date)

Approved by: (Department Chair) (date)

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