**Sabbatical Application Checklist**

All sabbatical applications should include the following sections. This form is provided for your use to ensure completeness of the application.

[ ]  Sabbatical Application

[ ]  Sabbatical Fact Sheet

 [ ]  Sabbatical Proposal completed according to these instructions:

 [ ]  Summary [ ]  Outcomes

 [ ]  Abstract [ ]  Activities

 [ ]  Background [ ]  Results

 [ ]  Curriculum Vitae (follow the University template)

[ ]  External letter of support from a colleague, book publisher, journal editor, or art gallery owner, etc. (strongly recommended)