**Sabbatical – Full Application**

**Sabbatical Checklist**

**Name of Applicant**:

**Date**:

All sabbatical application packets should include the following. This checklist is provided for your use to ensure completeness of the application.

[ ]  Sabbatical Fact Sheet (submit this as separate file in word format the week of September 16)

– to be verified by Faculty Center

[ ]  Curriculum Vitae (submit this is as a separate file in word format following the University template)

[ ]  Sabbatical Application (fill out below)

 [ ]  Sabbatical Proposal (fill out below); complete according to template

 [ ]  Summary [ ]  Outcomes

 [ ]  Abstract [ ]  Activities

 [ ]  Background [ ]  Results

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

[ ]  Post-sabbatical report (submit in PDF, if you have previously taken a sabbatical at Pace University)

*Send this as a word doc to* *facultycareerdev@pace.edu*

**Application for Sabbatical Leave**

*(answer every question, put NA if does not apply)*

**Academic Year applying for**: Fall 2026 or Spring 2027 or AY 2026-2027

**Full Name**: **Email**:

**Department**:

**Department Chair**: **Chair Email**:

**Associate Dean**: **AD Email**:

**Current Rank**:

**Campus:** *{double-click on the box and then select “Checked” DO NOT delete box}*

 [ ]  NYC [ ]  Westchester [ ]  White Plains

**School/College**:

**Date of first full-time appointment to the faculty**:

**Have you ever had a sabbatical or scholarly leave of absence from Pace University?** *{double-click on the box and then select “Checked” DO NOT delete box}*  **[ ]  YES [ ]  NO**

**If yes, please provide the following information** (Type of leave e.g. sabbatical, fellowship, etc. | Type of University Support e.g. reduced teaching, full salary, research grant etc.):

**Semester/Year**: **Type of Leave**: **Type of University Support**:

**Sabbatical Leave Request** *{double-click on the box and then select “Checked” DO NOT delete box}*

 [ ]  Semester (full pay) [ ]  Full -Year (half pay)

**Explain any contingencies***: {put NA if no contingencies}*

**Title of the Proposed Sabbatical Project**:

**Type of Proposal** (Check primary reason) *{double-click on the box and then select “Checked” DO NOT delete box}*

[ ]  Primarily enhancement of teaching/curriculum development

[ ]  Primarily research/creative work

[ ]  Other (explain):

**Synopsis of Proposed Sabbatical Project**: *Purpose of sabbatical, nature of project planned, including title of any research, writing, or publication to be undertaken. Be sure to attach any evidence in support of your project, such as book proposal acceptances, gallery commitments, etc.*

**Identify where the project will be undertaken (identify any travel needs and locations involved)**:

**Will you receive any type of grant or aid in connection with this project?** *{double-click on the box and then select “Checked” DO NOT delete box}*  [ ]  YES [ ]  NO *If yes, specify*:

**Sabbatical Proposal**

*Please stay under 10 pages*. Be specific, concise, and coherent. *Your proposal must be written so that someone outside your field can readily understand it.* Make certain it is clear how your objectives relate to the project you describe in your background, as well as how your activities will accomplish these objectives.

1. **Summary** *Describe your project in no more than a sentence or two. This summary will be used to report your approved sabbatical to the President.*

[Write here]

2. **Abstract** *Describe your project, its value, and the expected outcomes in a paragraph or two.*

[Write here]

3. **Background** *Describe the project you propose to undertake. Show how it fits within the broader context of your discipline. Explain why it seems to be worth undertaking.*

[Write here]

4. **Outcomes** *Be specific about what you plan to accomplish by the conclusion of your sabbatical (for example, a book, a performance, a new course, etc.).*

[Write here]

5. **Activities** *Explain the activities you will undertake to achieve your outcomes. Be sure you show how these activities relate to your outcomes. Indicate the approximate amount of time to be spent on each activity.*

[Write here]

6. **Results** *Identify those who are most likely to benefit from the results of your project. Explain what those benefits are most likely to be. Note: Recipients of sabbaticals are subject to the Pace University Policy on Copyright of Instructional Materials (see University Faculty Handbook). Submission of a sabbatical application will be understood to imply that you have read and agree to this policy.*

[Write here]