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Description automatically generated**Kummer College**

**Sabbatical Leave Application 2024-2025**

This form and accompanying materials (C.V., detailed project description, and department chair’s statement) must be submitted to [KummerCollege@mst.edu](mailto:KummerCollege@mst.edu) on or before **Monday, December 18, 2023.**

Name: Click or tap here to enter text.

Department: Click or tap here to enter text.

Faculty rank:Click or tap here to enter text.

Initial tenure-track appointment (year): Click or tap here to enter text.

Date of tenure (year): Click or tap here to enter text.

Dates of all previous sabbatical leaves from S&T (if any): Click or tap here to enter text.

Sabbatical option preferred:

Two-semester sabbatical (Fall 2024 and Spring 2025) at half-salary

One-semester sabbatical at full salary.   
 Select one:  Fall 2024  Spring 2025

Attach a current CV and a detailed description of your sabbatical work plan, including the following:

1. A brief (<500 words) description of the objectives of this sabbatical leave
2. Timetable for sabbatical leave activities
3. Travel necessary to implement work plan (if any)
4. Expected professional/scholarly outcomes resulting from the sabbatical
5. Contributions you can make to your department, college, S&T community, and/or profession at large that will result from your sabbatical leave
6. How your on-campus obligations (ex. student advising, committee assignments, etc.) may be met in your absence. [Please note: You are not responsible for finding your own replacements, but outlining your responsibilities will help your supervisor to anticipate those needs.]

If any of the following are relevant to your sabbatical application, include this information as well:

1. Copy of invitation from other university or industry partner
2. Statement of assurance from your sponsor that appropriate facilities are available to you to conduct your sabbatical leave activities
3. Indication if and to what extent this sabbatical is externally funded

Please attach a brief statement of endorsement from your department chair describing the merits of the proposed leave, and how your faculty duties will be covered in your absence.

You will be required to submit a report detailing how you met the sabbatical objectives, and how you specifically satisfied each planned sabbatical outcome within one (1) month of your return to the University.

I have read and understand [CRR 340.070](https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch340/340.070_faculty_leave) regarding faculty leave.

Signatures:

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Faculty Member Date

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Department Chair Date

Approved Disapproved

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Vice Provost and Dean Date

Approved Disapproved

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Provost Date