

St. Francis Xavier University

APPLICATION FOR SABBATICAL LEAVE

Part A: Instructions to Applicants. Please read Article 2.4.1 of the Collective Agreement. Complete this form and attach copies of all required documents (listed on page 5). The completed form and all supporting documentation should be sent to the Chair of the University Council for Research and copies sent to your Dean and your Department Chair by **August 1**

Name of Applicant:		
Department:	Job Title	
Brief Summary of the Major Project (do <u>not</u> attach additional pages):		
Location(s) during leave:		
Institution	Place	Dates
Dates of proposed leave:	From:	To:
Leave applied for: ___ 12 months at 85% salary ___ 6 months at 100% salary ___ 6 months at 85% salary (based on 6 terms of teaching/research)		
Indicate criteria for application: ___ have an ongoing research programme; <u>or</u> ___ have a plan for developing scholarly work that shows promise while on sabbatical		
Is the project funded? If yes, please indicate the funding agency. Yes ___ No ___		
Applicant's Signature:		Date:

Part B: Description of Sabbatical Proposal. Provide a description of the major research project planned for your sabbatical in the space provided below.

Description of the major sabbatical project (do <u>not</u> attach additional pages)
Clearly identify your research question, problem or hypothesis, or nature of your creative works:
Provide a concise literature review that determines what previous research says about your problem and clarifies the research significance or the significance of your creative works:

Describe an explicit research design and theoretical interpretative framework for the major project (if applicable) that explains how the research will be conducted or detail how the creative works project will be conducted.

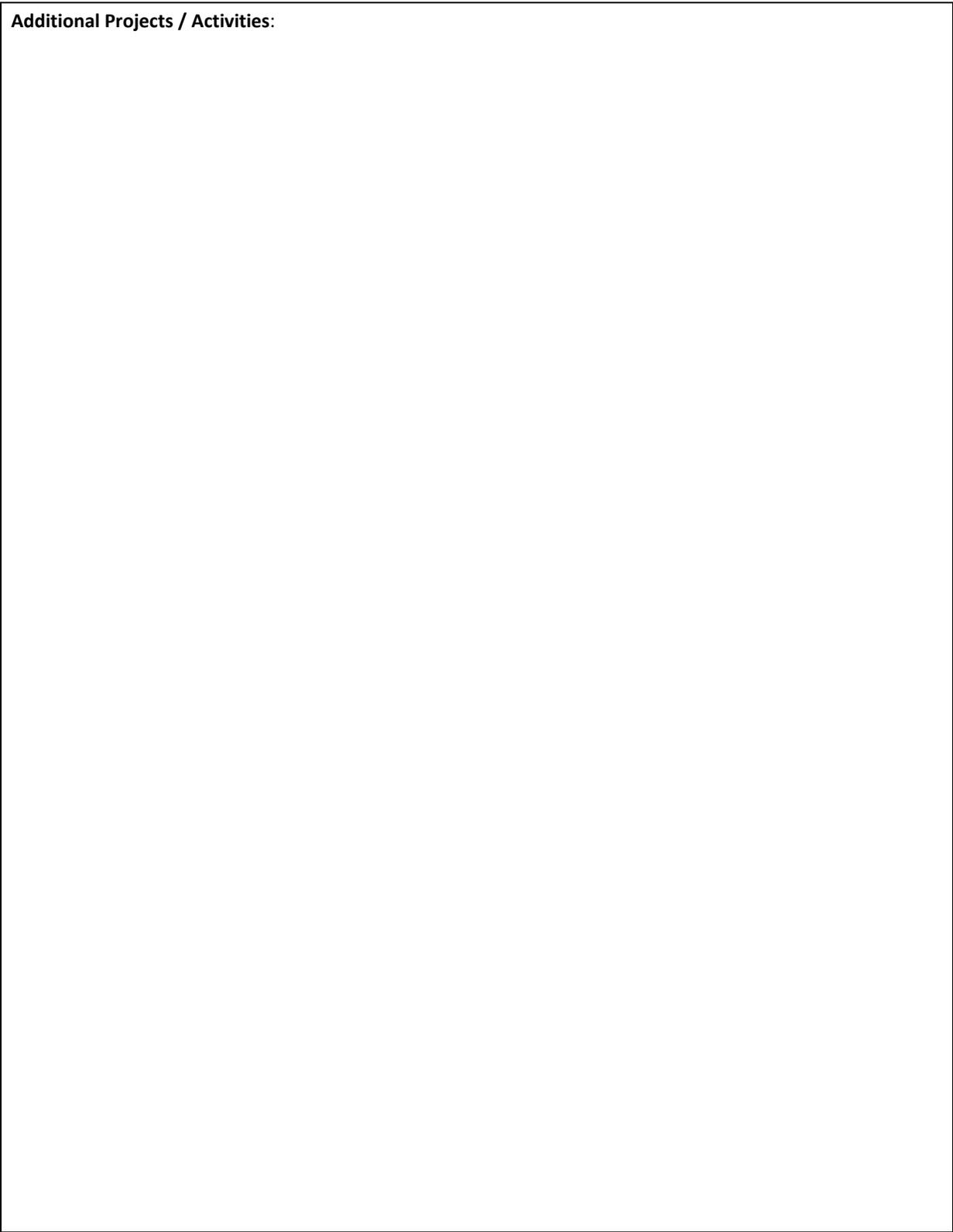
Outline a timeline for various phases of the major project

If applicable, outline how this project relates to work already completed or in progress and to planned future work (this should be completed for those that checked that they applied on the basis that they “have an ongoing research program”):

If you indicated that you have applied based on the criteria that you “have a plan for developing scholarly work that shows promise while on sabbatical”, please provide additional details on your plans in an attached research proposal / sabbatical plan (3 pages max).

Part C: Description of Additional Activities. If applicable, provide a very brief description of any additional projects or activities planned for your sabbatical in the space provided below.

Additional Projects / Activities:



You must attach the following:

- curriculum vitae*
- a list of all current graduate students (or other HQP) you are supervising and your plans to monitor and interact with them during your leave
- Additional details of research proposal / sabbatical plan (if applicable)