

	, and the nature of the arrangements.
	4. Provide any alternative plan in case original plans are not accomplished.

5. Provide t

	ount of compensation, time and service required, and how the service will support the objectives of the leave.
	7. List any courses for credit or audit which will be taken while on leave.
	8. State how the proposed leave will enhance standing as a scholar, researcher, and teacher and how the leave will benefit the University.
	9. Affix signature to proposal.
	10. Attach letter(s) of invitation or any relevant correspondence from outside Institutions(s).

11. Attach C.V. [see f

C.V. AND SUPPORTING DOCUMENTATION FOR SABBATICAL REQUESTS

1. Documentation

These records must be submitted in the order listed through appropriate review channels. Each item should be listed only once.

1.1. History of

- 1.2.4.1 Professional meetings, Symposia, Workshops, and Conferences on teaching (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.
- 1.2.4.2 Local instructional activities (guest lectures, etc.)
- 1.2.5 Other instructional activities or other contributions to the profession:
 - 1.2.5.1 Membership in professional organizations;
 - 1.2.5.2 Administrative duties;
 - 1.2.5.3 New teaching methods/material developed, etc.
- 1.2.6 Awards, lectureships, or prizes that show recognition of teaching achievement.1
- 1.2.7 Research Support/Grant Activities aimed at advancing one's ability to teach: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

1.3 Scholarship:

- 1.3.1 Listing of research publications [Published items only]: All books, articles, and book chapters should be listed in the order they appear in the publication or manuscript.
 - 1.3.1.1 Boo

