

**CASPER COLLEGE FACULTY  
SABBATICAL LEAVE APPLICATION**

Name \_\_\_\_\_ Office Phone Ext. \_\_\_\_\_

Department \_\_\_\_\_ Division/School \_\_\_\_\_

Requested Term (check one)

- \_\_\_\_ Full annual contract period at half pay
- \_\_\_\_ Half annual contract period at full pay
- \_\_\_\_ Full annual contract period, working half-time full pay
- \_\_\_\_ Other (with Board approval \_\_\_\_\_)

Requested dates of leave \_\_\_\_\_ to \_\_\_\_\_

Years of full-time employment at Casper College \_\_\_\_\_

Dates of prior sabbatical leave(s) if any \_\_\_\_\_

The following information is required to complete this application.

1. A detailed description of the proposed sabbatical project or activity.
2. A 250-word "abstract" or summary describing key aspects of the proposed project or activity.
3. A statement of the relevance of the project to the applicant's program and discipline job duties.
4. A description of the relevance of the sabbatical project or activity to the courses being taught at Casper College.
5. A description of the relevance to faculty member's Departmental Plan.
6. A description of the benefit of the sabbatical project or activity to Casper College.
7. A description of the benefit of the sabbatical project or activity to the faculty member.
8. A budget and staffing impact of the sabbatical leave, which are developed with the applicant's department chair or dean.  
The budget must include the salary and benefits for the applicant, the cost of replacing the faculty member while on leave, project or activity costs, and miscellaneous expenses, and funding sources for the sabbatical project or activity.
9. A letter of recommendation from applicant's Dean.
10. A letter of recommendation from a faculty member within the same School.
11. A letter of recommendation from a faculty member outside his/her School.

*Note: If certain components of the application are incomplete or not submitted, zero (0) points will be awarded for that section.*

Applicant's Signature and Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department Head's Signature \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Vice President's Signature \_\_\_\_\_

Faculty or Administrative Alliance Chair's Signature \_\_\_\_\_

Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ELIGIBILITY AND SUBMISSION DATE**

*Faculty members who have completed six years of consecutive full-time employment are eligible to apply for sabbatical leave. Faculty members who have taken sabbatical leave are eligible for sabbatical leave after completing another six years of consecutive full-time employment. The President, with Board of Trustees approval, may overrule the eligibility guidelines. The completed application is due by 5 p.m. on November 1. Submit completed faculty applications should be sent to the Faculty Senate President.*