Belmont University
SABBATICAL AND SCHOLARLY LEAVES APPLICATION FORM

Complete the following information and attach to the project proposal before submitting to the appropriate college dean. For submission deadlines consult the Faculty Handbook and the appropriate college Tenure, Promotion, and Leaves Committee or Dean. Deadline for submission to the Office of the Provost is October 15.

I. General Information

Name ______________________________________________________
Date ______________________________________________________
College ____________________________________________________
Department ________________________________________________
Faculty Rank ______________________________________________
Years at Present Rank _______________________________________
Date of Employment _________________________________________
Date of Last Leave __________________________________________
Type of Last Leave __________________________________________
Type of Leave Requested _____________________________________
Date Requested for Leave ____________________________________

II. Project Proposal

Write a narrative proposal of no more than two pages single-spaced that addresses the following:

1. Objectives for the project.
2. Description of the project.
3. Expected outcome of the project.
4. Description of scholarly value of the project within the academic discipline of the applicant.
5. How information learned and/or experience gained will be shared with the Belmont community.

Source: Office of the Provost
September 1, 2002