

FALL 2024 SABBATICAL APPLICATION CHECKLIST

INTRODUCTION

This checklist reflects information that faculty must provide while applying for AY 25-26 sabbatical leave through *Elements* during the Fall 2024 semester. Faculty may refer to the sabbatical application guide and other training resources provided by Academic Affairs: <https://www.lsu.edu/academicaffairs/elements/sabbatical.php>. A sabbatical leave request can be for spring or fall semesters at full-pay. You can also request a full academic year sabbatical at half-pay. Please note that once you submit your application to your department head, you will no longer be able to edit the application. If you need to make changes to your application, contact your department head or dean to request they send it back to the faculty submission stage.

When submitting or reviewing an application, the following should be taken into consideration:

- Clarity in the topic of the project and the outcome at the end of the sabbatical.
- Project is one that could not be accomplished without focused time away from teaching and service to accomplish.
- Work must be related to research; learning new techniques is fine as long as it maps back to research.
- Sabbaticals to write and submit grants are not approved because should the grant not be funded there would be no ROI to LSU's investment.
- Proposals to write a book require evidence that significant work has already been done. This could be chapters completed, book contract, heavily annotated outline of chapters, previous trips to libraries to do research, etc. It needs to be plausible that the book would be complete or substantial progress was made toward publication by the end of the sabbatical.
- If travel is necessary to complete the sabbatical and the outcome depends on a host institution, there must be a letter of invitation from any place the faculty member will be spending their time.

REQUIRED INFORMATION

IMPORTANT: All questions must include responses for the application to be saved. A placeholder answer may be used if needed. To avoid losing progress due to a website "time out", it is recommended that the questions be answered in a Word document in advance and then responses transferred into Elements.

- College
- Department
- Annual Work Period
- Years of Service at LSU
- Current Rank
- Year Tenured
- Period of leave requested (e.g., Fall, Spring, Full)
- List Previous Leave Granted
- Reason for Sabbatical
- Give the purpose, objectives and anticipated outcome of the work to be done
- Describe why this work requires a sabbatical to complete
- Describe pertinent research/scholarship/creative activity completed in preparation for sabbatical
- Outline the activities or work plan of leave
- Provide an alternative leave plan
- State how the leave will enhance your standing and benefit LSU
- Provide the location of leave, length of stay, and with whom the leave will be spent (if applicable)
- Provide name and affiliation of each host and attach an invitation from each if applicable
- Report compensation from sources outside of LSU during the sabbatical period if applicable
- List courses for credit or audit which will be taken while on leave if applicable
- Are you a PI, Key Personnel or someone with committed effort on an award/grant?
 - If yes to above, confirm you will not disengage and/or reduce effort unless approved.

ATTACHMENTS

1. CV (any preferred format)
2. Letter(s) of invitation from outside institutions pertaining to the requested sabbatical leave
3. Summary of Teaching Evaluations for past 5 years using this [template](#) (*College of Science Requirement*)
4. Sabbatical Report(s) from previous sabbatical leave, if applicable (*College of Science Requirement*)
5. **Optional:** Any additional documentation that supports your sabbatical proposal