



INSTRUCTIONS FOR SABBATICAL LEAVE REQUEST

****For Faculty/Department/College use.***

Please keep all pages of the Sabbatical Leave Request form together and attach biographical data behind p. 4 of the form.

****Ensure all necessary signatures have been obtained on p. 4.***

Submit one original form with all attachments.

The faculty member's proposal for Sabbatical Leave must include the following information in the order as listed below. Please be brief but provide sufficient detail for evaluation by administrators at all levels of the University.

CHECKLIST FOR SABBATICAL LEAVE REQUEST

	1. Give the purpose and objectives of the leave.
	2. Briefly outline the activities or work plan.
	3. Provide the location of the leave, with whom the leave will be spent, and the nature of the arrangements.
	4. Provide any alternative plan in case original plans are not accomplished.
	5. Provide the amount of time anticipated to be spent traveling.
	6. Report any compensation from sources other than LSU System; the amount 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. <i>[see following pages for reference]</i> .

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 Assignments:

A report prepared by the chair describing assignments for teaching, scholarship, and service.

1.2 Teaching:

1.2.1 Documentation of teaching activities. Provide summary data only.

1.2.1.1 Teaching Evaluations: results of student evaluations of teaching.

1.2.1.2 Teaching history

- * Courses taught, including interdisciplinary and off-campus courses. (Course number, title, location, semester, and enrollment)
- * New courses developed. (Course number, title, location, semester, and enrollment)
- * Graduate committees: chair or member

1.2.2 Listing of publications concerning instruction [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.

1.2.2.1 Textbooks

- * Entire books
- * Laboratory manuals
- * Portion of a book (specify exactly what portion)

1.2.2.2 Shorter Works

- * Chapters or essays in books, except for textbooks
- * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
- * Other Publications

1.2.2.3 Edited books with scholarly introductions or notes by the editor

- * Collections of previously unpublished material, correspondence and diaries
- * Collections of scholarly essays
- * New editions of previously published works
- * Translations

1.2.2.4 Recordings

- * Video or audio recordings produced for presentation on radio or television.
- * Video or audio recordings produced for public distribution.

1.2.2.5 Instructional material--multimedia, electronic, etc.

1.2.2.6 Miscellaneous -- Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

1.2.3 Listing of publications concerning instruction accepted for publication but not yet published: Include all available pertinent information.

1.2.4 Participation in:

- 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.
- 1.2.7 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 authors should be listed in the order they appear in the publication or manuscript.
 - 1.3.1.1 Books and Monographs: include place, publisher, and date of publication.
 - 1.3.1.2 Shorter Works
 - * Chapters or essays in books, except for textbooks
 - * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
 - * Other Publications
 - 1.3.1.3 Edited books with scholarly introductions or notes by the editor
 - 1.3.1.4 Collections of previously unpublished material, correspondence and diaries
 - * Collections of scholarly essays
 - * New editions of previously published works
 - * Translations
 - 1.3.1.5 Recordings
 - * Video or audio recordings produced for presentation on radio or television.
 - * Video or audio recordings produced for public distribution.
 - 1.3.1.6 Miscellaneous--Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.
 - 1.3.1.7 Electronic dissemination of research.
- 1.3.2 Listing of other publications accepted for publication but not yet published: Include all available pertinent information.
- 1.3.3 Other creative and artistic contributions: Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their significance. Dates and places should be designated. Creative activities should be listed in order of importance as follows:
 - 1.3.3.1 Original works presented: plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)
 - 1.3.3.2 Other creative activities: contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.

- 1.3.4 Participation in Other Professional Meetings, Symposia, Workshops, and Conferences (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.
- 1.3.5 Other scholarly or creative activities or other contributions to the profession:
 - 1.3.5.1 Membership in professional organizations;
 - 1.3.5.2 Administrative duties;
 - 1.3.5.3 New standard testing methods, new design of equipment, etc.
- 1.3.6 Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement.
- 1.3.7 Other research Support/Grant Activities: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.
- 1.3.8 Theses/dissertations directed: (Numbers only)
- 1.3.9 Major areas of research interest. (This item submitted to LSU Administration for informational purposes ONLY.)

1.4 Service:

- 1.4.1 Student organizations advised.
- 1.4.2 Recruitment of students and faculty.
- 1.4.3 University service: department, college, university, and Faculty Senate committees.
- 1.4.4 Professional service:
 - 1.4.4.1 Advisory boards, commissions, or agencies.
 - 1.4.4.2 Journals edited, manuscripts refereed, books and proposals reviewed.
- 1.4.5 Other external service:
 - 1.4.5.1 Art shows/science fairs judged.

****Sabbatical Leave Request is attached as separate document.***