

**2023-2024 APPLICATION FOR SABBATICAL LEAVES
FOR ACADEMIC YEAR 2024-2025**

Name: _____ Date: _____

Title: _____ Department/Unit _____

Date of Last Sabbatical: _____ Years Employed at BSU: _____

Length of Sabbatical Request (indicate one option):

_____ Fall Semester 2024

_____ Spring Semester 2025

_____ Academic Year: Fall 2024 – Spring 2025

_____ Calendar Year: Spring 2025 – Fall 2025

Bargaining Unit (please indicate)

_____ BSUFA

_____ MSUAASF

Title of Project: _____

Expectations of Project: (Attach a written description of activities not to exceed 600 words)

1. How will the sabbatical assist you with meeting your Professional Development Plan?
2. How will the sabbatical contribute to your department/area and the University?
3. What method will you use in reporting your activities and accomplishments when your sabbatical is complete such as paper(s), book(s), presentation(s), etc.?

The faculty (IFO) member shall agree in writing to return to the university to provide 12 credits of instruction or other non-credit generating work for each semester of leave taken. The administrative and service faculty (ASF) member shall agree in writing to return to the university for at least one (1) year of service after the conclusion of the sabbatical. In the event the IFO or ASF member fails to follow the intent of his/her plan or to return to the university for the above period of service after the conclusion of the sabbatical, the IFO or ASF member shall refund to the university such funds awarded during that sabbatical period.

A WRITTEN REPORT OF YOUR SABBATICAL RESULTS MUST BE SUBMITTED TO YOUR IMMEDIATE SUPERVISOR AND ACADEMIC AFFAIRS UPON THE CONCLUSION OF YOUR SABBATICAL LEAVE. CC SABRINA.WILLE@BEMIDJISTATE.EDU

SIGNATURES:

Applicant: _____

Date: _____

Department Chair: _____

Recommended

Date: _____

Not Recommended

Supervisor / Dean: _____

Recommended

Date: _____

Not Recommended

INDIVIDUALS GRANTED A SABBATICAL MUST NOTIFY THE PRESIDENT'S OFFICE IN WRITING OF THEIR ACCEPTANCE / REJECTION DECISION BY JANUARY 12, 2024.