



Rensselaer Polytechnic Institute Sabbatical Request & Leave of Absence Request

Date: _____

Name: _____

To the Chair/Dean:

I hereby request a sabbatical leave of absence for the following period:

Institute Year 20_____ Fall Term _____ Spring Term _____ = OR =

Non-University Year from _____ to _____, with

Half salary Full salary Benefits Leave without Pay Leave without Benefits

My plans for the use of this sabbatical leave, if granted, are indicated below.

Please indicate here the purpose of the requested leave its relationship to your general scholarly interests and to the scholarly work previously accomplished. If your plan involves a specific research project, please indicate to what extent progress has already been made and to what extent the sabbatical leave will assist you in bringing it to a conclusion. Please also indicate where you propose to carry on your work during the period of the leave. Use pages 3 & 4 for additional space.

Will you be traveling? Yes
No

If Yes, where and for what duration? Use pages 3 & 4 for additional space if needed

| Location | Duration |
|----------|----------|
| | |
| | |
| | |
| | |

- I have applied for 1. A Fellowship
 have not received 2. Grant-in-aid
 3. Other Assistance in Research

The source of funds is: _____ Amount: _____

There is is not an obligation to perform a service for the granting agency.

The nature of the obligation is _____

and the use of these funds materially aids my planned research program.

Indicate how the course(s) you would normally teach will be covered:

| Course # | Course Title | Projected Enrollment | Who Will Teach? | Is a Lecturer Needed? | Lecturer Recommendation (optional) | Course Type |
|----------|--------------|----------------------|-----------------|-----------------------|------------------------------------|-------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Course Type: Required Course = RC; Required Elective = RE; Elective = E

Please complete the following table. Write "Active" for each term during which you were in residence and performing normal teaching, research, and service duties. Write "Leave of Absence," "Sabbatical Leave," "Parental Leave," or "Other Leave" where appropriate.

| Fall | Spring |
|------|--------|
| 2010 | 2011 |
| 2011 | 2012 |
| 2012 | 2013 |
| 2013 | 2014 |
| 2014 | 2015 |
| 2015 | 2016 |
| 2016 | 2017 |
| 2017 | 2018 |
| 2018 | 2019 |
| 2019 | 2020 |
| 2020 | 2021 |
| 2021 | 2022 |
| 2022 | 2023 |
| 2023 | 2024 |

I have read the "Sabbatical Leave Plan" in the Faculty Handbook and hereby affirm that my plans for the use of a sabbatical leave are in accord with these regulations. I agree to return to the Institute for at least one year following the completion of my sabbatical leave.

| | |
|--|---|
| Approved _____ - <div style="text-align: right;">Department Head</div> | Signed _____ - Name Typed _____ RCS _____ - RIN _____ - |
| Approved _____ - <div style="text-align: right;">Dean</div> | |

Revised September 2021

Please use this page & page 4 (if needed) to indicate the purpose of your requested leave and its relationship to your general scholarly interests and to the scholarly work previously accomplished. If your plan involves a specific research project, please indicate to what extent progress has already been made and to what extent the sabbatical leave will assist you in bringing it to a conclusion. Please also indicate where you propose to carry on your work during the period of the leave.

