



College of Social and Behavioral Sciences

Sabbatical Review Materials Checklist

	Old document requirement		NEW FAAR Requirement
1	Preapplication Request	Preapplication Request (by April 1 of previous AY) A memo containing a brief paragraph explaining the proposed project, location, and timeframe due to Chair/Executive Director	Scan and attach the email/letter proof of your preapplication request in the Sabbatical Plan section.
2	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
3	Detailed Plan, goals and Timetable	Explain in detail the nature of the sabbatical project. Provide sufficient detail for readers to judge the nature and quality of the sabbatical project. Estimate potential contributions to knowledge in the discipline or area, and its value to ongoing development as a university faculty member? Analyze personal and professional goals for the next five years. How do you view developments in your discipline and how do you propose to continue your professional contributions?	Include an overview and attach any documents related to your Sabbatical Plan in the Sabbatical Plan section. Can also attach any comments/supporting documents in the Sabbatical Timetable section of the Sabbatical Application.
4	Current Curriculum Vitae	Submit a current copy of the curriculum vitae	Enter in the Profile/Workload forms on MY DATA – or attach an electronic CV in the Current CV section of the Sabbatical Application.
5	List of Courses Taught for the Two Years prior to Sabbatical	A list of courses taught for the previous year and those courses scheduled for the current year.	Include an overview and attach any documents in the Courses Taught Previous Two Years Section.
6	Time Table and Documentation of Advance Arrangements	<p>Provide an outline of the plan for the leave in the form of a timeline. Note major activities such as trips, attendance at meetings, courses to be taken, library visits, etc. and indicate where you will be during the timeline. State clearly where you plan to reside and work during the entire period of your sabbatical.</p> <p>If you will remain on campus for extended periods of time, what arrangements will be made to ensure that you free yourself from the university (e.g., home office, library hours).</p> <p>If proposed leave is not for an entire year, please provide a rationale that justifies the shorter leave in relationship to the proposal.</p> <p>If you have received grant funding or if proposals have been submitted to help fund the leave, please describe.</p>	<p>Include an overview and attach any documents related to your timetable in the Sabbatical Timetable section. Can also attach any comments/supporting documents in the Sabbatical Plan section of the Sabbatical Application.</p> <p>Include an overview and attach any documents related to your advance arrangements in the Documentation of Advance Arrangements section of the Sabbatical Application.</p>
7	Copy of Last Sabbatical Report	A copy of the report from the last sabbatical (if applicable) from Northern Arizona University.	If applicable, scan and attach to the Documentation of Previous Sabbatical Report section of the Sabbatical application.