Sabbatical Checklist

# Sabbatical Checklist

## 1. Information to be supplied by the applicant:

1. WHERE? Be specific as to where you want to go.
2. WHEN? Tell when you want to be away.
3. WHY? Discuss your specific objectives for the sabbatical.
4. INCOME? Who will be paying your salary? Include details of all financial arrangements with non-WPI organizations.
5. COMMITMENTS? Include firm commitments, in writing (i.e., an official letter).
6. BENEFITS? Explain how this sabbatic leave will benefit WPI, your department and your professional career.
7. ELIGIBILITY? Clarify your eligibility and list all prior leaves.
8. CONTRIBUTIONS? Summarize your most significant relevant contributions to WPI.
9. CV? Submit an updated Curriculum Vitae.

## 2. Information to be supplied by the applicant's Department Head:

1. VALUE? Review the appropriateness of the proposed sabbatical.
2. IMPACT? Address the impact of the absence on the department.
3. CLEARANCE? Indicate that the Provost is in general agreement with thecandidate taking sabbatical leave.
4. RECOMMENDATION? State all overall departmental recommendation relative to the proposed sabbatical.