

Sabbatical Checklist

1. Information to be supplied by the applicant:

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

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

- a. VALUE? Review the appropriateness of the proposed sabbatical.
- b. IMPACT? Address the impact of the absence on the department.
- c. CLEARANCE? Indicate that the Provost is in general agreement with the candidate taking sabbatical leave.
- d. RECOMMENDATION? State all overall departmental recommendation relative to the proposed sabbatical.