

# SABBATICAL APPLICATION GOOGLE FORM EMAIL EXAMPLE



Jennifer Hoppough <jahoppough@alaska.edu>

## 2021-22: Sabbatical Leave Application For Academic Year 2021-22

1 message

Google Forms <forms-receipts-noreply@google.com>  
To: jahoppough@alaska.edu

Thu, Sep 24, 2020 at 11:14 AM

### Google Forms

Thanks for filling out [2021-22: Sabbatical Leave Application For Academic Year 2021-22](#)

Here's what we got from you:

[Edit response](#)

## 2021-22: Sabbatical Leave Application For Academic Year 2021-22

UNAC Faculty Sabbatical Leave Application. This application is NOT complete until all required "Attachments" have been submitted to the Dean or Director for review and approval. Please save the email response from this Google Submission Form as you will need to upload the document to the DocuSign.

Please Note: If the dates of leave, funding, activities or location(s) associated with your approved sabbatical leave change, you MUST submit a written change of sabbatical leave plan memo to your dean and/or director and the provost for approval.

All outside funds to be used for sabbatical leave must be listed on the Sabbatical Leave Funding Form and approved in advance of your leave, or you will not be able to apply them to your sabbatical costs or salary.

If you are approved to use outside funds for your sabbatical leave, please be sure to clearly document the details of your desired distribution of the funds with your fiscal/grants office before you depart.

If you have any questions or concerns you may contact Jen Hoppough at 907-474-7096 or email [uaf-provost-awards@alaska.edu](mailto:uaf-provost-awards@alaska.edu)

Your email address ([jahoppough@alaska.edu](mailto:jahoppough@alaska.edu)) was recorded when you submitted this form.

Applicant's Last Name: \*

Hoppough

Applicant's First Name: \*

Jennifer

Academic Rank: \*

Associate Professor

College/School and joint appointment institute (if applicable): \*

CLA

Department: \*

English

Department Chair Name: \*

Chris Coffman

Department Chair's Email: \*

[uaf-provost@alaska.edu](mailto:uaf-provost@alaska.edu)

Sabbatical Unit Peer Committee Chair's Name:

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Rebecca Smith

Sabbatical Unit Peer Committee Chair's Email:

[rbsmith3@alaska.edu](mailto:rbsmith3@alaska.edu)

Dean's Name: \*

Ellen Lopez

Dean's Email: \*

[edlopez@alaska.edu](mailto:edlopez@alaska.edu)

Director's Name (if applicable):

Director's Email (if applicable):

Date of Initial Hire in Full-Time Faculty Position: \*

MM DD YYYY

09 / 10 / 1990

Date Tenured:

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MM DD YYYY

07 / 01 / 1996

Date of Next Post-Tenure Review:

08/18/2021

## Eligibility

First Time Applicants: Full-time faculty applying for sabbatical leave for the first time may apply during the fifth year of service for consideration to take sabbatical leave during the sixth or subsequent year of service. Subsequent Applications: Full-time faculty applying for sabbatical leave for the second or subsequent time may apply during the fifth year of service from the date of return from a previous sabbatical for consideration to take sabbatical leave during the sixth or subsequent year.

## Check One

- First application for SL
- Second or subsequent application for SL

First application for SL. Number of consecutive years completed in full-time faculty position at UAF:

2002

Second or subsequent application for SL. Number of years since completion of last sabbatical:

2008

List leaves longer than 3 months that you have had since the date of hire or since your return from the last sabbatical leave (include type of leave, inclusive dates of

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leave, and funding).

N/a

## Sabbatical Type

### Type of Sabbatical

- Academic Year Sabbatical (one academic year at the rate of six (6) months salary)
- Academic Year Sabbatical plus extension (one academic year at the rate of six (6) months salary)
- Semester Sabbatical (one semester at the full salary rate)

### Dates of Proposed Sabbatical Leave (From \_\_\_ to \_\_\_)

August 2021-May 2022

List names and dates of foreign countries you intend to visit during your sabbatical leave (for Risk Management Purposes):

N/A

Other non-sabbatical leave funds and income anticipated:

N/A

## Sabbatical Plan

Outline of your plan for sabbatical leave. Please include statements which address the following:

Objectives of your proposal:

See attached

Summary of proposed activities, including location(s) where proposed activities will take place:

See attached

Anticipated time of completion of project:

May 2022

Anticipated benefits of the leave to your own goals and those of UAF:

Course reconstruction

Efforts to secure outside funding (state sources) if that funding is relevant to this application. If leave is dependent upon award of outside funding, so indicate:

N/a

If leave is dependent upon utilization of facilities of another institution, so indicate and attach copy of letter of invitation or authorization:

n/a

**NEXT STEPS: Signatures and attachment collection**

The Office of the Provost will send you a DocuSign to attach your CV, and any documentation indicating arrangements with cooperating institutions, individuals, agencies, etc., or include a statement explaining the plan to secure such arrangements or why it is not necessary (sabbatical plan). The DocuSign will also collect your signature, the dean and/or director's signature. You will receive a copy of the complete Sabbatical Application that may include the following:

- Current CV
- Additional documents, Sabbatical Leave Funding Form (if needed)
- All required signatures and recommendations

9/24/2020

UA Mail - 2021-22: Sabbatical Leave Application For Academic Year 2021-22

Please save the email response from this Google Submission Form as you will need to upload the document to the DocuSign.

Create your own Google Form

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