

## Application for Sabbatical Leave For Academic Year 2026-2027

**APPLICATION DEADLINE:** Thursday, October 9, 2025 by 5:00 p.m.

Applications received after the stipulated deadline will not be considered. Please merge this file with your application material before signing it. Applicants must submit by email to: AA-BAP@usf.edu.

Designate order of preference (1=most preferred) - You are not obligated to fill out every box:

One Semester at FULL PAY \_\_\_\_ Fall \_\_\_\_ Spring

\_\_\_\_ Two Semesters at ONE-HALF PAY (Fall and Spring)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Rank: ☐ Associate Professor ☐ Professor ☐ Other

Date of Rank \_\_\_\_\_

Date of Tenure \_\_\_\_\_

Department /Unit \_\_\_\_\_

College \_\_\_\_\_

Campus \_\_\_\_\_

Date of Initial USF Employment \_\_\_\_\_

Term of Last Sabbatical\* (if applicable) \_\_\_\_\_

Type of Last Sabbatical ☐ One Semester/Full Pay ☐ Two Semesters/Half Pay

*\*If an applicant has previously been awarded a sabbatical, please attach a copy of the report from that sabbatical.*

*Account for all absences from full-time teaching since date of initial USF employment, other than sabbaticals. For example: leave without pay, Fulbright, departmental release time, sponsored research, etc.*

*\*\*Indicate "with" or "without" pay.*

Date	Purpose	Pay**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



- A. Attach a detailed description and work plan (including a detailed timeline for accomplishing discreet phases of your work plan) of your proposed sabbatical program. If your options include both a full-pay and half-pay sabbatical, provide a workplan and timeline for both. **(Limit to 3 pages, double-spaced)**

**All applicants must also provide a current curriculum vitae.**

- B. Describe the benefits of your proposed sabbatical to:

(1) Yourself (Max. 800 characters)

(2) The University - Please include how your proposal aligns with USF's strategic priorities advancing student success and research excellence.



(3) Your Profession/Discipline (Max. 800 characters)

- C. If you are applying for a one-semester, full-pay sabbatical, describe what can be accomplished by your proposed sabbatical that otherwise could not be accomplished. For example, the need for off-site work, concentrated blocks of time, etc., and the probability of successful completion of your sabbatical goals. If you have selected a full-pay one semester as one of your choices, you must provide an explanation here. (Max. 800 characters)



D. Report here any anticipated supplemental income to be received during the sabbatical period, plus the form/nature and source of the income. If planning to receive income from a USF grant/contract, append your Chair's/Director's written verification that conditions stipulated in Sabbatical Policy and Procedures Item VIII, for receipt of USF grant/contract salary, have been met. (Max. 800 characters)

E. Report here, or by accompanying letter, any additional information that you deem worthy of consideration by the selection committee. Letters of invitation or recommendation should be attached to the application. (Max. 800 characters)



Do you know of any other leave that would conflict with your Sabbatical Leave? *Note: The "Yes" option is automatically selected because this is a required field. If there is no conflict, please check "No".*

☐ Yes   ☐ No   If yes, please describe:

By signing below, the applicant attests that the information submitted in this form is correct and agrees to comply with the conditions of the sabbatical program as described in the current Guidelines.

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Applicant

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Department Chair/Director\*

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Campus Dean or Regional Vice Chancellor (if applicable)\*

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College Dean\*

*\*Constitutes acknowledgment only; does not imply endorsement of application.*