

**Belmont University**  
**SABBATICAL AND SCHOLARLY LEAVES APPLICATION FORM**

*Complete the following information and attach to the project proposal before submitting to the appropriate college dean. For submission deadlines consult the Faculty Handbook and the appropriate college Tenure, Promotion, and Leaves Committee or Dean. Deadline for submission to the Office of the Provost is October 15.*

**I. General Information**

<b>Name</b>	_____
<b>Date</b>	_____
<b>College</b>	_____
<b>Department</b>	_____
<b>Faculty Rank</b>	_____
<b>Years at Present Rank</b>	_____
<b>Date of Employment</b>	_____
<b>Date of Last Leave</b>	_____
<b>Type of Last Leave</b>	_____
<b>Type of Leave Requested</b>	_____
<b>Date Requested for Leave</b>	_____

**II. Project Proposal**

Write a narrative proposal of no more than two pages single-spaced that addresses the following:

1. Objectives for the project.
2. Description of the project.
3. Expected outcome of the project.
4. Description of scholarly value of the project within the academic discipline of the applicant.
5. How information learned and/or experience gained will be shared with the Belmont community.