

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

Office of the Provost

APPLICATION FOR SABBATICAL LEAVE  
(Please fill out in quadruplet)

DATE: \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Rank \_\_\_\_\_

School and Department \_\_\_\_\_ Present Salary \_\_\_\_\_

Years employed at Hampton University (Give date or dates) \_\_\_\_\_

**LEAVE INFORMATION**

Period for which leave is requested: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Address during leave \_\_\_\_\_

Purpose and year of last leave \_\_\_\_\_

Please attach additional sheets if necessary to describe in detail your plans for the presently requested sabbatical leave. This leave may be spent in study, research, writing and/or travel. In each case you should address yourself to the areas of purpose, significance, and expected benefit to you individually, to education and to Hampton University.

Where sabbaticals are to be spent in research, please state the research problem to be considered, your hypothesis where applicable, your planned approach to gathering information on the problem and analyzing the same. Please state the significance of this problem and whether you expect to publish the results.

If leave is requested for further study, please fill in the following information:

Area or field of study \_\_\_\_\_ toward completion of  
requirements for \_\_\_\_\_ degree. Name and location of proposed institution of  
study \_\_\_\_\_

SIGNED:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
School Dean

\_\_\_\_\_  
Provost

\_\_\_\_\_  
President

Date \_\_\_\_\_

(Final approval for leave is subject to action  
of the Board of Trustees at the Spring meeting.)

A. PURPOSE OF LEAVE: (If research, please complete numbers 1, 2, and 3 below)

1. RESEARCH PROBLEM TO BE CONSIDERED

2. HYPOTHESIS: (Where applicable)

3. PLANNED APPROACH TO GATHERING INFORMATION ON THE PROBLEM AND ANALYZING THE SAME:

B. SIGNIFICANCE OF THE PROBLEM: (If research, please complete item B)

DO YOU PLAN TO PUBLISH RESULTS OF YOUR RESEARCH? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

C. EXPECTED BENEFITS OF SABBATICAL LEAVE:

1. TO YOU AS AN INDIVIDUAL:

2. TO EDUCATION IN GENERAL:

3. TO HAMPTON UNIVERSITY: