

ATENEO DE MANILA UNIVERSITY
Professional Schools

Application for Sabbatical Leave

Name: _____ Rank: _____

School _____ ASoG _____ AGSB _____ ALS _____ ASMPH

No. of years of teaching in the Ateneo as ranked faculty member:

Instructor: _____ Assistant Prof: _____ Assoc Prof: _____ Full Prof: _____

Have you ever been granted a sabbatical leave: _____ Yes _____ No

If yes, When? From: _____ to _____ Was this a deferment?
(if split) From: _____ to _____ _____ Yes. From SY _____
_____ No

I am entitled to a Sabbatical Leave in SY _____ (as confirmed by the VPPS)

I wish to avail of my sabbatical leave entitlement in: SY _____

Term/s of the year to be covered by the leave:

SY _____ Term: _____ Summer _____ Sem/Trim _____ Sem/Trim
SY _____ Term: _____ Summer _____ Sem/Trim _____ Sem/Trim

Where will your leave be spent (please specify name and contact information of the host institution.)

In the Philippines _____
Abroad _____

Funding agency, if any _____

(Please attach a copy of the grant contract or similar document.)

Type of work to be done while on leave:

_____ Research _____ Writing _____ Project _____ Enrichment _____ Others, please specify _____

I. Sabbatical activities - Describe what you plan to do and the purpose of your activities.

Application for Sabbatical Leave (continued)

II. Anticipated outcomes (e.g. manuscripts, proposals, syllabi, programs, lectures) - Describe the tangible results expected from your sabbatical activities, in what form the results will take, and how these results can be shared with others.

III. Timeline - Describe the timeline for accomplishing your objectives.

IV. Justification - Discuss how your activities can contribute to the areas of teaching, research, and/or outreach, and how it will benefit our students, the department and the university.

Applicant's Signature: _____ Date: _____

Application for Sabbatical Leave
Report of the Chairman

Name of Dean: _____ Date: _____
Name of Applicant: _____ School: _____

1. Can the applicant be spared for the period requested?

2. All things considered, would it be more advantageous to postpone this request to a later date?

3. Will a replacement have to be obtained if the request is granted as submitted? If not, how do you plan to provide for his instructional duties?

4. If so, at approximately what cost?

5. Are there any additional reasons that you wish to advance why the leave should or should not be granted to the applicant?

6. Please add any additional comments you think appropriate. If necessary, please use a separate sheet for these comments.

Signature over Printed Name

Date

Note: Please forward this form (and all its attachments) to the Dean. Thank You.