

APPENDIX

Appendix 1 – Sabbatical Leave Application Form

Name of Applicant: _____
Title: _____
College: _____
Department/Center _____
Rank: _____
Period of Sabbatical Leave Requested: From _____, to _____

Sabbatical Plan

On a separate sheet, please complete your sabbatical leave plan according to the following outline:

1. Nature of the educational or professional program to be undertaken, including:
 - Sabbatical objectives: Knowledge, experience and/or expertise to be gained from the sabbatical for the benefit of the students, colleagues and campus(es).
 - Relationship of objectives to college/center goals, to anticipated duties or to any approved projects with which you are or anticipate being involved.
 - Sabbatical activities planned to accomplish the sabbatical objectives. This would include any programs of study, community services, colleges/businesses to be visited, travel, materials development, and an approximate timeline for the different activities. Indicate any College-provided materials or facilities support you would require.
2. A summary, in outline form, of what you feel are your outstanding contributions to your college.
3. Indicate any financial remuneration from non-KFUPM sources to be received during the sabbatical leave, including grants, fellowships, and outside employment. If no outside funding will be received, indicate NONE.

Statement of Understanding and Compliance

I understand that sabbatical leave is granted in accordance with King Fahd University of Petroleum & Minerals policy, and that should I be authorized such leave, I shall carry out my sabbatical plan and, within one semester, submit a written report on my sabbatical activities.

I also understand that I am required to return to the University for at least one year of service upon completion of the sabbatical leave.

I agree that if I refuse to return or if I do not satisfy the requirement of serving one year after return, I shall reimburse the University all compensation received from the University covering the sabbatical leave period. Otherwise, the University has the right to take any necessary action such as withholding termination benefits.

Signature of Applicant

Date