

Faculty Mini-Sabbatical Program Application Form

Instructions: Faculty must be sponsored by a staff scientist. Staff scientists must fill out pages 1 and 2 of this form and return to Annie Kersting (kersting1@llnl.gov) and cc: Mildred Lambrecht (lambrecht1@llnl.gov). The staff scientist needs to invite faculty to apply via [L-hire posting](#). Once all documentation is received, the application will be promptly reviewed by a Laboratory-wide committee chaired by Annie Kersting. If approved, the hosting organization administrator will be notified, asked to complete and return page 3 to Mildred Lambrecht, who will work with the hosting organization and SHRM to process the hire.

Background: Our new faculty mini-sabbatical program is designed to bring top academic talent from universities across the U.S. for a 1-3 month visit to the Laboratory to exchange knowledge and develop collaborations. The program will be open all year until funding is fully committed. Successful faculty applicants will be hired into the Laboratory's existing Faculty Employee (FS) category through their host organization and can receive salary of 12K/month (*this includes 2k to help offset housing costs*), travel costs to include 1 RT airfare or mileage in accordance with LLNL travel policy, and have a duration of 1-3 months.

FOR OFFICE USE ONLY: Approval from committee

Name: _____

Signature: _____ Date: _____

Part I (page 1-2): To be completed by the sponsoring staff scientist (print/type); return to lambrecht1@llnl.gov

Host's Name:	PAD/DIR:	Phone:
Email:	Admin (Name/Email):	

Faculty Name:	Email:
Phone:	Address:

Is the applicant currently employed by LLNS or under contract with LLNS? ☐ YES ☐ NO
(e.g. subcontractor, consultant or supplement labor, ACP, VSP)

If YES, please provide expiration date of their current status: _____

***Duration of visit (1-3 months) required:** Start Date: _____ End Date: _____

Division Leader Authorization Name: _____

Signature: _____ Date: _____

AD/PAD Name: _____

Signature: _____ Date: _____

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1. What is the *value* to the Laboratory? (500 words or less) *Be specific about what LLNS staff will be learning how LLNL programs will benefit and how the topic aligns with the host's research and/or the host's organization.*

2. What will the faculty member be doing at LLNL? (500 words or less) *Be specific about what the faculty member will be learning. Who will they be interacting with? How will the faculty member benefit from this sabbatical?*

____ As a staff host, I agree (check box) to coordinate an office, a computer, any laboratory and/or computational resources for my faculty member.

____ As a staff host, I agree to write a short report (2-4 pages) with my faculty member summarizing the sabbatical experience. This is due the last day of their visit and should be sent to the director of University Relations.

____ The faculty member has agreed to give a department seminar about his/her research when they first arrive.

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Part 2: Once faculty has been approved by committee the hosting organization will complete page 3; return to lambrecht1@llnl.gov, who will work with organization and SHRM to process the hire.

FACULTY EMPLOYEE ASSIGNMENT DESCRIPTION
Posting #:
Job Classification: 708.3
Faculty Name:
Directorate:
Div./Dep./Program:
Matrix Organization:
☐ **NA**
POSITION/DUTIES:

 This assignment will include the following:
 TECHNICAL MENTOR:
Name:
Lab Ext:
Email:
Building/Room:
TIME COORDINATOR *(For assistance with entering your time)*
Name:
Lab Ext:
Email:
Building/Room:
Salary Project/Task #:
RELOCATION/ TRAVEL COORDINATOR *(For assistance with your reimbursement)*
☐ **Not eligible (Local Hire)**
Name:
Lab Ext:
Email:
Building/Room:
Travel Project/Task # *if number is different than salary number:*
LTRAIN COORDINATOR *(For assistance initiating training plan)*
Name:
Lab Ext:
Email:
Building/Room: