

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 Eric Schwegler (schwegler1@llnl.gov) and cc: Mildred Lambrecht (lambrecht1@llnl.gov). The staff scientist needs to invite the faculty to apply via a SmartRecruiters posting. Once all documentation is received, the application will be reviewed by a Laboratory-wide committee. If approved to move forward, the hosting organization administrator will be notified, and asked to work with Mildred Lambrecht and SHRM to submit the hiring package and onboard the faculty.

Background: The Faculty Mini-Sabbatical Program is designed to bring top academic talent from universities across the U.S. for a consecutive 1-3 month visit to the Laboratory to exchange knowledge and develop collaborations. Successful faculty applicants will be hired into the Laboratory's existing Faculty Employee (FS) category through their host organization and can receive salary of \$14,500/month (*this includes 2k to help offset housing costs*) and travel costs, which include 1 RT airfare or mileage in accordance with LLNL travel policy.

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: _____

Indicate which Mission Focus Area is most closely aligned with this applicant and the submitted proposal:

 Stockpile & Enterprise Transformation

 Climate Impacts & Resilience

 Bio Resilience

 Integrated Deterrence and Technology Competition

 *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 at the end of their visit and should be sent to the director in the Academic Engagement Office.
- The faculty member has agreed to give a department seminar about his/her research when they first arrive.