

Faculty Mini-Sabbatical Program Application Form

Instructions: Faculty must be sponsored by a staff scientist. Staff scientists must fill out pages 1-3 of this form and return to 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 (*travel costs are covered by the hosting organization*).

Part I: 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):	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Faculty Name: Phone: </div> <div style="width: 50%;"> Email: Address: </div> </div>		
Is the applicant currently employed by LLNS or under contract with LLNS? <input type="checkbox"/> YES <input type="checkbox"/> NO (e.g. subcontractor, consultant or supplement labor, ACP, VSP) If YES, please provide expiration date of their current status: _____		
*Duration of visit (1 mo. min to 3 mo. max) required: Start Date: _____ End Date: _____		

Please initial the blank next to each item to show your understanding of the statement. I understand the following:

As a staff host, I agree to coordinate an office, a computer, any laboratory and/or computational resources for my faculty member. Hiring package will be submitted by hiring organization admin (5-8 week process).

As a staff host, I agree to write a short report (1-2 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.

Travel costs to include 1 RT airfare or mileage in accordance with LLNL travel policy will be paid by hiring org.

The faculty member will be expected to give a division/directorate level seminar when they first arrive so staff can learn about their work and goals for the mini sabbatical (add lambrecht1 to the calendar invite).

The sabbatical must be performed onsite, consecutively on the approved dates.

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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.*

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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?*

Submission requires your Division Leader / Supervisor approval:

Division Leader Authorization Name (required for submission): _____

Signature: _____ Date: _____