

Faculty Mini-Sabbatical Program Application Form

Instructions: Faculty must be sponsored by a staff scientist, who should complete pages 1-3 of this form and upload it to our internal system: <https://forms.office.com/g/qXEBgtCoV1>. The staff scientist will invite the faculty to apply via SmartRecruiters and submit a cover letter and CV. The cover letter should emphasize the faculty member's educational opportunity and the benefits they expect from this sabbatical, as well as include the name of their host. Once the application deadline closes, all complete applications will be reviewed by a Laboratory-wide committee. If approved, the hosting organization administrator will be notified to work with Mildred Lambrecht and HR to submit the hiring package and onboard the faculty.

Background: The Faculty Mini-Sabbatical Program brings top academic talent for a 1-3 month visit to the Laboratory, fostering knowledge exchange and new collaborations. The sabbatical cannot be used for specific research support. Approved faculty applicants are hired under the Laboratory's Faculty Employee (FS) category and receive \$15,000/mo (including \$2,000 for housing). Travel costs (1 RT airfare or mileage) are covered by the hosting organization in line with LLNL travel policy.

Part I: To be completed by the sponsoring staff scientist (print/type); return to lambrecht1@llnl.gov		
Host's Name:	PAD/DIR:	Phone:
Host's OUN:	Administrator's OUN:	
Faculty Name: Phone:	Email: 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 mo. min to 3 mo. max) required : Start Date: _____ End Date: _____		

Please read and acknowledge below:

- ☐ As a staff host, I agree 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 (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.

1. What is the educational benefit to the Laboratory? (500 words or less) Clearly describe (1) what specific knowledge, skills, or expertise LLNL staff will acquire, (2) how the visit will enhance LLNL's capabilities, and (3) alignment with current strategic investments at LLNL.

2. What will the faculty member be learning during the visit at LLNL? (500 words or less) Clearly outline (1) the specific professional growth opportunities for the faculty member, (2) planned interactions and collaborations with LLNL staff, and (3) feasibility, including clearly defined objectives and expected outcomes of the visit.

Submission requires your Division Leader / Supervisor approval:

Division Leader Authorization Name (required for submission): _____

Signature: _____ Date: _____