

APPLICATION GUIDELINES FOR SABBATICAL LEAVE

Due not later than DECEMBER 15 each year

According to the *Faculty Handbook*,

1. “The purpose of these leaves is to provide release time for intellectual enrichment and professional growth. Eligibility for sabbatical leaves is established upon the granting of tenure. Subsequent sabbaticals may be granted at four-year intervals following initial eligibility. Time away from the College on leaves of absence, as described below, does not apply toward eligibility for sabbatical leaves.
2. Sabbatical leaves are granted for one semester with full salary or one year with half salary. Those on sabbatical leave for one semester will have a three course teaching load during the other semester of the academic year. Full college contributions to insured benefit plans will continue during sabbatical leaves regardless of whether on full or partial salary. Contributions to the retirement plan will be pro-rated, i.e., they will be paid at the established percentage but only on the salary actually earned during the period of the leave if on partial salary. Persons approved for leave at less than full salary should contact Human Resources regarding pay and benefit adjustments prior to the beginning of the sabbatical year.
3. The Advisory Council will review sabbatical applications and make recommendations to the Dean of the College who then confers with the President. The President makes all final decisions. Applications must be submitted to the Dean of the College according to the schedule published by the Office of the Dean of the College. These applications should include a detailed statement of specific plans and a program of study or other professional activity during the leave period, including anticipated results. Applications must be accompanied by a statement from the department chair indicating how the faculty member's teaching assignments will be covered during the leave period.
4. Persons granted sabbatical leave are obligated to return to the College for the full academic year following completion of the leave period. A written report summarizing activities and accomplishments while on sabbatical leave must be submitted to the Dean of the College promptly upon return. These reports become a part of the faculty member's permanent record and may be used by the Advisory Council in consideration of subsequent sabbatical requests.
5. Approval of sabbatical leaves is subject to available financial resources, departmental priorities, and educational program needs, and to Advisory Council evaluation of the leave application. The Council may recommend that the faculty member undertake certain activities during the leave period as a condition of its approval. Accomplishments during prior leaves will also be considered.
6. Faculty members on sabbatical leaves are excused from committee service during the time of their leave. It is their responsibility, in consultation with their department chairs, to insure that their advisees are assigned to other colleagues during their leave.

(*Faculty Handbook*, pages 35-36)

Procedure

Please submit your application to the office of the Dean of the College by December 15 of the year before your proposed sabbatical. Your application should include the following:

- An application cover sheet
- A 1-2 page project description, rationale and work plan
- A brief statement on your accomplishments during your last sabbatical
- A current brief *c.v.*
- A letter of support from the department chair with an explanation of how your teaching assignments will be covered during your absence

Human Subjects: Projects of any sort which involve research with human subjects must be reviewed by the Human Subjects Committee.

SABBATICAL LEAVE IN _____ (academic year of proposed sabbatical)

APPLICATION COVERSHEET

Applicant's Name _____

I wish to apply for sabbatical for the _____ academic year in:

FALL SPRING FULL YEAR (circle one)

ATTACHED ARE THE FOLLOWING ITEMS:

- 1-2 page project description, rationale and work plan
- Brief statement on your accomplishments during your last sabbatical
- Current brief *c.v.*
- Letter of support from the department chair with an explanation of how your teaching assignments will be covered during your absence

Submit your application to the office of the Dean of the College by December 15.