

## 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 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.

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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

SABBATICAL LEAVE IN \_\_\_\_\_ (academic year of proposed sabbatical)

## APPLICATION COVERSHEET

Applicant's Name \_\_\_\_\_

I wish to apply for sabbatical for the \_\_\_\_\_