

SABBATICAL APPLICATIONS

Faculty who wish to apply for a sabbatical leave are to follow the steps outlined below:

1. Statement of Intent:

By **October 15** of the academic year preceding the desired sabbatical a faculty member shall indicate his/her intention in writing to the Vice President for Academic Affairs & Dean of the College. The applicant will indicate whether a semester or full-year sabbatical is sought.

The applicant shall include these items:

- list of courses that will need to be deferred or taught during the projected absence;
- list from the Registrar of advisees by class;
- committee assignments which will be relinquished;
- names of faculty persons the applicant believes will be most directly affected by his/her absence;
- record of previous sabbatical, if any, and the result of that sabbatical.

The Vice President for Academic Affairs & Dean of the College will acknowledge in writing the receipt of the request and will notify the appropriate School Chair who will then work with the applicant in presenting the portfolio required in Step 2.

2. Presentation and Application:

The applicant will present the following material by **November 15**. The applicant's School Chair will work with the applicant and will present the completed proposal to the Committee of School Chairs.

- individual's proposal for a project during the sabbatical. This proposal is to include a statement concerning the value of the project to the individual, and an assessment of its contribution to the college;
- any relevant comments from affected faculty concerning the impact of their colleague's absence;
- proposal for a presentation to the faculty upon completion of the sabbatical. The presentation may take any appropriate form: lecture, instruction in new technique, artistic production, etc.

3. Review:

The application is reviewed by School Chairs who recommend action to the Dean. If the Dean's review does not concur with the recommendation of the Chairs these persons will confer. The objective is to produce a single recommendation for action to the President. In case of lack of agreement both recommendations and their rationale will be forwarded to the President for final action.

That recommendation is forwarded to the President by December 15. The President notifies the candidate of the decision by the opening day of the January term.

(Please note: The recipient will submit within three months after completion of the leave a report on his/her project to the Vice President for Academic Affairs & Dean of the College. See *Faculty Handbook*, Sabbatical Leaves, 2.3.4.3.)