

Sabbatical (Unit Faculty)

Due date for applications: October 1, 2007

Sabbatical Introduction

Sabbaticals are “*granted to increase a faculty member’s value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.*” ([Article 24.1\(a\) of the 2005-2008 Collective Bargaining Agreement](#))

Eligibility Requirements

Full-time, tenured employees with a minimum rank of Assistant Professor or equivalent who are included as unit faculty and who have at least six years of full-time service, shall be eligible for sabbaticals if the terms of a contract or grant through which such an employee may be compensated allow for such sabbaticals. (A person who has had a sabbatical or faculty service and development award may be considered for a subsequent award after six years has elapsed since the initial award).

Contract and grant employees in this category who wish to apply for sabbaticals must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for sabbatical.

Application Process

Those interested in submitting an application for Sabbatical during the 2008-2009 Academic Year must submit proposals to the Office of Academic Affairs, via their College Dean, no later than Monday, **October 1, 2007**, for consideration by the Growth and Development Committee.

Each applicant should include a cover sheet/application form to record concisely the applicant’s name, department, and other information. The remainder of the application should be a narrative not to exceed four double-spaced, typed pages in which are described the proposed activities and an enumeration of the benefits which will accrue to the applicant and the University if a paid leave is awarded.

In accord with the current Collective Bargaining Agreement, “*Each application will include a statement describing the program and activities to be followed while on sabbatical, the expected increase in value of the faculty member of the University and the faculty member’s academic discipline, specific results anticipated from the leave, any anticipated supplementary income, and a statement that the applicant agrees to comply with the conditions of the sabbatical program. . . .*”

([Section 24.1 \(d\)\(2\) of the 2005-2008 Collective Bargaining Agreement](#))

The Growth & Development Committee shall submit a list of recommended sabbaticals to the President, via the Provost, and “*in ranking the applicants, will consider the benefits of the proposed program to the faculty member, the University, and the profession; an equitable distribution of sabbaticals among colleges, divisions,*

departments, and disciplines within the University; the length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities; and length of services since previous sabbatical or initial appointments.”

[\(Section 24.1 \(d\)\(5\) of the 2005-2008 Collective Bargaining Agreement\)](#)

Length of Award/Salary Benefits

Sabbaticals may be granted for either:

- Two semesters at half pay (i.e. one academic year)
- One semester at full pay

Sabbatical Reports

“The faculty member must, within thirty (30) days upon returning from the sabbatical, provide a concise written report of his or her accomplishments during the sabbatical to the President or representative. This report will include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.”

[\(Section 24.1 \(e\)\(3\) of the 2005-2008 Collective Bargaining Agreement\)](#)

**APPLICATION FOR
SABBATICAL**

ACADEMIC YEAR _____

NAME _____

RANK _____

COLLEGE _____

DEPARTMENT _____

DURATION _____ **Academic Year** (Fall & Spring)

One Semester:
_____ **Fall Semester** _____ **Spring Semester**

PROPOSED ACTIVITIES:
(Add additional sheets, if needed.)