

## **Sabbatical Guidelines**

### **Purpose**

The purpose of sabbatical leave is to provide an opportunity for faculty members to engage in scholarly, creative, professional, research, or other academic activities that will enhance the faculty member's contribution to the College. (SCEA Agreement, Section 8.1)

### **Eligibility**

Tenured faculty members who have been employed as faculty at the College for at least seven (7) consecutive years shall be eligible to apply for sabbatical assignments. Faculty members are not eligible to receive sabbatical assignments more frequently than once every seven (7) years. Each College shall make available at least one (1) sabbatical per fifty (50) faculty members, or major fraction thereof, per year. Awarding of such sabbatical shall be contingent upon the receipt of a meritorious proposal. (SCEA Agreement, Section 8.1)

Faculty members may avail themselves of fellowships, assistantships or other sources of limited means, to offset travel and displacement cost while on sabbatical; however, this Section shall not permit full-time employment while on sabbatical. (SCEA Agreement, Section 8.1)

### **Proposals**

Applications must include a proposal that details the following and be received by the VPAA on or before Dec. 1:

- The scholarly, creative, professional, research, or other academic activities you will pursue during the sabbatical;
- A detailed plan of professional development;
- A statement that addresses the anticipated value of the sabbatical to you and the College.

### **Application Guidelines**

The following guidelines may be useful in preparing your application:

- The application needs to sufficiently explain the activities you will pursue during the sabbatical.
- Include a clear and concise statement of your project and objectives. Describe the tangible results you will have at the conclusion of the sabbatical.
- Include a timeline for your activities.
- Describe the skills and experiences you have to complete the project.

- Explain how your project will be substantial and of high quality.
- If funding is necessary, explain the sources of your funding.
- In some detail, describe the value of the sabbatical and how that may be measured.
- Describe any partnerships or relationships that will assist in completing your project. Include support statements from other parties, if available.
- In describing your project, be sure to use vocabulary that your peers from outside your discipline can understand.

### **Report**

Within ninety (90) days following return from sabbatical, the faculty member shall submit to the Academic Vice President a written report summarizing the activities and results of the sabbatical assignment. (SCEA Agreement, Section 8.1)

Reviewed by Faculty Senate: Nov. 1, 2018