

Revised as of September 12, 2024
2024-2025 SABBATICAL APPLICATION FOR FACULTY AND LIBRARIANS
TO BE TAKEN 2025-2026

2024

Friday, September 27, 2024 (on or before)

Employee Relations (ER) shall send an announcement to all full-time tenured faculty and librarians about Sabbatical. All full-time tenured faculty members and librarians, who, as of June 30, 2024 have completed a period of six (6) or more years at the College and who have fulfilled all professional responsibilities in the areas of service, teaching, and scholarship and have fulfilled the terms of past awards shall be eligible to apply for a sabbatical leave for one (1) or two (2) semesters. Sabbatical leaves are granted no more frequently than once every seven (7) years to each faculty member who is eligible for Sabbatical.

October 1, 2024 (on or before)

The President, through ER notifies the faculty and librarians of the total number of Sabbatical semesters available.

Friday, October 4, 2024 (on or before)

Eligible faculty submit their intent to apply for a Sabbatical in writing and communicate their intention to their Dean, Unit Sabbatical Committee (USC), and primary Convening Group (CG), and ER.

Note: Upon receipt of the faculty's intent to apply for a Sabbatical, ER will check eligibility, and if eligible, create an e-Binder in Google drive for the upload of the Sabbatical application and supporting documentation.

Wednesday, October 9, 2024 (on or before)

All faculty requesting Sabbatical shall submit a completed application found at [Common Application Form](#), to their Dean, who shall share it with their primary CG and their USC. The application must include all documentation per the Sabbatical Checklist found at [Sabbatical Checklist](#) and be formatted in accordance with the submission guidelines provided by the ER.

Monday, October 21, 2024 (on or before)

The Dean, in writing, either affirms the eligibility of the applicant for Sabbatical vis a vis fulfillment of terms of past awards and fulfillment of professional responsibilities in the areas of teaching, scholarship, and service or documents the area of concern. The Deans sends a letter endorsing (or not) the application to the USC, All College Sabbatical Committee (ACSC), and the applicant via ER.

Note 1: Faculty may apply for FSF and a Sabbatical leave to be awarded in the same academic year. However, Faculty are **not** permitted to receive any additional institutional funding while they are on Sabbatical leave, including FSF. Therefore, those Faculty applying for FSF and a Sabbatical leave in the same academic year are responsible for ensuring that any work and/or projects related to their FSF award must be completed outside of the awarded Sabbatical leave semester(s). As such, any FSF reports submitted to the Dean and Provost that demonstrate even a portion of an entire FSF project/assignment was conducted while a Faculty member was on a Sabbatical leave will not be approved for payment.

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Friday, October 25, 2024 (on or before)

The CG reviews the applications and determines by yes-or-no vote. The Convener sends a letter with a record of the vote (yes or no by simple majority), briefly explaining their rationale, to the USC, per the Faculty Handbook.

The USC shall conduct a preliminary review of each Sabbatical application for completeness using the Sabbatical Application Checklist and inform the applicant if any required information/components is/are missing and/or if the application is non-compliant with required formatting.

Wednesday, November 6, 2024 (on or before)

Per the Faculty Handbook, the USC evaluates each completed application against the Sabbatical criteria (see Section 11.5), and notifies each applicant and their Dean of its decision and rationale in writing. The ER then shall make accessible all applications, supporting documentation, the USC and the Dean's recommendations to the ACSC for its review and evaluation of all applications.

Friday, November 15, 2024 (on or before)

The ACSC shall complete its review of the applications following Section 11.5. The ACSC informs each applicant of its recommendation in writing and makes accessible all applications, relevant documentation, and recommendations to the Provost. In the event the ACSC does not recommend a Sabbatical award, the applicant must be notified in writing prior to the recommendation going to the Provost.

Monday, December 2, 2024 (on or before)

The Provost reviews all Sabbatical applications and the rankings provided by the ACSC and makes their recommendation to the President.

Friday, December 13, 2024 (on or before)

The President makes the final recommendation to the Board of Trustees (BOT) and will notify applicants of their decision.

2025

Monday, January 27, 2025 (Tentative)

The BOT shall act on the President's recommendation for Sabbaticals.

Note 2: No Career Development (CD) funds should be used for Sabbatical. If you are eligible for both Sabbatical and Career Development (CD) in the same year and if you are planning to request funding for the CD, consider requesting a deferment so that if you needed funding for your CD project you would have an opportunity to compete for those funds following your Sabbatical (and approved CD deferment). Please keep in mind that no additional monies over the employees' salary can be approved while you are on a Sabbatical. Therefore, applying for CD during this AY cycle interferes with applying for a sabbatical leave.