Sabbatical leave application materials

TO: applicants for sabbatical leave

From: University Faculty leaves committee

This application form has been designed in accordance with existing University policy to facilitate the review of your request.

Please complete the top portion of the form, attach appropriate pages, and present the completed application to the Department Chair by the Friday of the 5th full week after faculty contracts begin. The Department Chair will then forward the application and their review to the Dean of the College/School by the Friday of the 7th full week after faculty contracts begin. The Dean of the College/School will then forward the application with the Chair’s review and their review to the University Faculty Leaves Committee by the Friday of the 9th full week after faculty contracts begin.

The University Faculty Leaves Committee, using the Chair and Dean reviews and the selection criteria in Policy 6.15, rank each qualifying application in order of merit. The University Faculty Leaves Committee sends the ranked applications to the Provost by the Friday of the 11th full week after faculty contracts begin.

The Provost, based on the ranked applications and availability of funds, forwards a list of recommended sabbatical applications to the University President, who submits the list to the Board of Trustees in their December meeting for final approval.

Task: Sabbatical Leave Application From: Faculty Member

To: Chair

Due: Friday of 5th full week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application

From: Chair

To: Dean

Due: Friday of 7th week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application

From: Dean

To: Faculty Leaves Committee

Due: Friday of 9th week after faculty contracts begin

Task: Sabbatical Leave Application & Evaluation of Sabbatical Leave Application

From: Faculty Leaves Committee To: Provost

Due: Friday of 11th week after faculty contracts begin

Current University policies establish the following compensation for sabbatical:

80% of anticipated regular contract salary for 9 months’ leave (2 semesters)

95% of anticipated regular contract salary for 4.5 months’ leave (1 semester)

**PART A: APPLICATION FOR SABBATICAL LEAVE**Date:
Name of Applicant:
Date of Hire to Full-Time Faculty Status:
Date of Rank Advancement (Assoc Prof for TT, Asst Prof for NTT):
Date of Last Sabbatical (Academic Year in which Sabbatical Took Place):
Length of Leave Requested (X): ( ) One Semester ( ) Two Semesters

Date leave is to begin:

Executive Summary of Leave Purpose: (100 words or less)

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature of Chair/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature of Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Approved for \_\_\_\_\_% of regular contract salary for \_\_\_\_\_\_\_\_\_\_ academic year with priority ranking.

Signature of Chair – University Faculty Leaves Committee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***APPROVAL***

President : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Chair, Board of Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**PART B: PURPOSE OF SABBATICAL LEAVE**

Name:

Date:

Instructions

Please provide a detailed description in four pages or less of the activities you wish to pursue during your sabbatical leave. Include details about the professional development benefits you expect to accrue from the leave. As per Policy 6.15:

*Sabbatical leave is a professional development opportunity available for qualified faculty to engage in planned academic and creative activities that enhance their ability to contribute to the student-centered mission of Southern Utah University. Sabbatical leave is not a faculty benefit, but a program that facilitates faculty work in various scholarly, professional, educational, and artistic/creative endeavors, that benefit the entire university.*

*Statement of leave plans, including a description of activities to be engaged in, goals and objectives to be achieved, feasibility, a time-line and calendar of activities, a statement of anticipated outcomes, and a description of how the proposed project/activity supports SUU’s mission. The statement of leave plans should not exceed four typed pages. If the project is dependent on research grants or funds not in hand at the time of application, the candidate must provide a statement explaining how they will complete the project without receipt of funds. If the project is for the purpose of completing a terminal degree in the area of the faculty member’s teaching appointment, the candidate will provide a statement explaining how the leave will advance the candidate toward degree completion, and how the completion of the terminal degree will support SUU’s mission.*

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