

# SABBATICAL LEAVE FOR FACULTY MEMBER APPLICATION

*(Please type in the fields below)*

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

Department: \_\_\_\_\_ Rank: \_\_\_\_\_

Time period for which the sabbatical is requested:     Fall     Spring     Full year

Have you ever applied for a sabbatical from Marywood?     Yes     No    If yes, when? \_\_\_\_\_

Was the application:

**Granted**    In which semester did you take it? \_\_\_\_\_

**Not Granted**

**Other (explain)**

Year of initial appointment to full-time status at Marywood: \_\_\_\_\_

For each semester, indicate your courses or essential duties (e.g., chair department)			
Fall	Spring	How covered? <small>(e.g. indicate collegial coverage, not offered, need for adjunct) * collegial coverage should be considered first</small>	Resources requested
<b>Total budget requested to cover courses/duties</b>			

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head:     **Approved**     **Not approved**

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean:     **Approved**     **Not approved**    Budget amount approved (fill in amount) \_\_\_\_\_

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

*(See Guidelines below for completion of this application)*

Submit application package to the Dean by October 15<sup>th</sup>. Within a week of receipt, the Dean must submit the application package to the Chairperson of the Faculty Sabbatical Committee.

# GUIDELINES FOR COMPLETION OF SABBATICAL LEAVE FOR FACULTY MEMBER APPLICATION

## To: All Full-Time Tenured and POP Faculty

The following guidelines are intended to assist you in completing the Sabbatical Leave for Faculty Member Application:

### PLEASE NOTE:

- One electronic copy of your application must be sent to your Dean **on or before October 15**.
- Application will serve as the coversheet for the application package.
- Please refer to Chapter 2 of your *Faculty Manual* for evaluative criteria (2.22).
- Upon request, the FSC Chairperson will provide examples of successful sabbatical proposals.

1. Sabbatical leave proposals should be approximately five printed pages, and should:
  - a) Specify measurable objectives of your sabbatical
  - b) Explain how a sabbatical will allow you to achieve the objectives
  - c) Enumerate and document activities in which you will engage to meet your objectives
  - d) Discuss how this experience will strengthen you professionally and how it will be of benefit to the University and your department, tying it to your faculty development plan
  - e) Describe the means you will use to assess the achievement of your objectives
  - f) Please indicate how your courses and essential duties will be covered during your sabbatical (please use table on application cover sheet)
2. If applicable to the type of sabbatical you wish to pursue, the following should be appended to your proposal:
  - a) Documentation of contacts and/or arrangements, if your proposal involves working with outside agencies, institutions, etc.
  - b) A brief research prospectus identifying your hypotheses, methods of investigation, likely data sources and anticipated research findings, if your proposal is a research project
  - c) Reading lists, lists of contacts or agencies, methods of analyses, etc., if your proposal is a literature review, practice experience, or other non-empirical project
3. A completed sabbatical application package must be sent to your Dean by October 15<sup>th</sup> with the following documents:
  - a) The Sabbatical Leave for Faculty Member Application
  - b) Your proposal
  - c) A letter from your Department Head (or Dean, if you are a Department Head) containing a description of how the courses or essential duties will be covered and resources needed, if any.
  - d) Current curriculum vitae
  - e) Within a week of receipt, the Dean must forward the sabbatical application package to the Chairperson of the Faculty Sabbatical Committee.