

# Sabbatical Leave

## SABBATICAL LEAVE

### I. RATIONALE

Sabbatical leaves are intended as a means for providing time away from the rigors of college duties so that professors can immerse themselves in focused, full time, active research and scholarship culminating in new articles, creative productions, laboratory discoveries and/or books.

Sabbatical leave offers faculty, at regular intervals, the opportunity to design an appropriate experience which has the potential to renew their enthusiasm for many or all of the aspects normal faculty work. To that end, the experience may be for the purpose of pursuing a substantial project designed to yield publishable results and/or to enhance competency as a scholar or teacher. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree program in an appropriate field of study. (Tenured faculty who are interested in obtaining another degree or new academic expertise should consider exploring the College's "Reflections" Program. The "Reflections" program is able to offer an alternative to a sabbatical by providing enhanced financial support and a longer duration of leave for eligible faculty seeking to pursue an additional academic degree or new academic expertise.

### II. PROCEDURE:

#### A. Eligibility

1. All full time tenured faculty members and librarians are eligible if they will have completed six or more years of consecutive service at the College as of June 30th, prior to the year for which the leave is requested. Sabbatical leaves are granted no more than once every seven years.

#### B. Review

1. Applications should be submitted to the President no later than February 1, 1998 for leaves during the subsequent academic year.

2. Requests for sabbatical shall be reviewed and considered by the R&PD committee. This committee shall make recommendations on each proposal and shall forward only the approved proposals to the Dean's Council, which, in turn, shall submit a recommendation to the President.

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This procedure will sunset at the end of two complete cycles. At that time this process and procedure for sabbatical leaves will be reviewed by the President in consultation with the Faculty Assembly to determine if additional changes are needed.

APPROVED:

12/16/97

## SABBATICAL LEAVE APPLICATION FORMAT

### GENERAL DIRECTIONS

The application format for sabbatical leave is provided below. Regarding your application, PLEASE,

1. Type headings as shown in the format, follow the same numbering scheme, and fill in all items that apply. If an item does not apply, type the number and heading followed by the phrase: Not Applicable
2. Submit the 15 copies of the typed document to the Office of Academic Affairs (K-201).

#### Important Notes:

1. Any person submitting an application for sabbatical leave should carefully review the eligibility guidelines for Sabbatical Leave in the appropriate article of the faculty contract in force on December 1, 1997.
2. This is the only form acceptable for the presentation of proposals for sabbatical leave.
3. The deadline for submission of applications is 4:00 PM, February 1, 1998. (Requests for exceptions to this deadline must be submitted to the R&PD Committee.)
4. A post-sabbatical report is required by October 1 in the year following the sabbatical leave. Please forward this report to the Office of Academic Affairs. Please include in your report any benefits which may accrue to the College based on this Sabbatical Leave.
5. If any substantive changes in an approved research project are anticipated, prior approval of the R&PD Committee is required. In such a case, the applicant should contact the chair of the R&PD Committee. In the event of substantive changes in the approved Sabbatical Leave, prior approval of the President is required.

## APPLICATION FORMAT

### 1. INTRODUCTORY INFORMATION

1.1 Name

1.2 Program

1.3 Title of Sabbatical Project

1.4 Proposed Site of Sabbatical Leave

1.5 Proposed Interval (Fall, Spring, or Full Year, with dates)

### 2. PROFESSIONAL SERVICE

2.1 Indicate the month end year of your first appointment at Stockton College.

2.2 Indicate the Date, Project Title, and Site of your most recent sabbatical leave.

Attach a copy of your report to the college and any publications resulting from the previous sabbatical.

### 3. STATEMENT OF PROPOSAL

Provide a brief summary of the proposal to be considered.

### 4. OBJECTIVES

Describe briefly or enumerate the objectives to be met by the end of the sabbatical period.

Include also any extended objectives to be achieved after the sabbatical period.

### 5. DESIGN OF THE PROPOSAL

Briefly describe the procedures, strategies, and time frame you propose to utilize in meeting the objectives stated above.

### 6. BENEFITS

Describe the benefits to your scholarship, teaching, and/or personal and intellectual development, as may apply.

### 7. ADDITIONAL COMMENTS

Provide any further information relevant to the evaluation of the proposal which may not be covered in the above terms.

#### 8. QUALIFICATIONS OF APPLICANT

Provide either a supporting resume or a statement of your relevant qualifications to accomplish the proposed sabbatical activity. Include a list of all publications of yours, and/or evidence of teaching activities and appropriate intellectual activities that relate directly or indirectly to the proposed project.

#### 9. DEAN ACKNOWLEDGMENT

I have notified my dean of my intention to apply for sabbatical leave

\_\_\_\_\_ Applicant

\_\_\_\_\_ Dean's signature