

Sabbatical Leave Application

Application Deadline for 2025-2026 academic year sabbaticals: March 11, 2024, 5 pm.

* Indicates required question

1. Email *

Important Information

Eligibility: Sabbatical leaves are available for any regular appointment faculty member during the academic year following the receipt of tenure or who has completed at least six academic years of service at Gustavus since last compensated leave of absence.

Sabbatical leave proposals must be submitted by the deadline noted above. You should also request that your Department Chair fill out a Chair's form:

https://docs.google.com/forms/d/e/1FAIpQLSd_zbNKW0sRCD9rOXMJyheS73rv8F10jDydcYMncn6o-HEITg/viewform by March 11, 2024, 5 p.m.

The Provost's Office will notify the faculty of the status of their application no later than May 15, 2024.

Sabbatical Leaves for Regular Professional Development (Faculty Handbook

2.1.4.1.1)

Regular professional development is a normal part of an academic career. The college affirms the teacher-scholar model of professional development as a way of valuing all legitimate professional development activities that contribute to a vital and healthy academic community. Since a sabbatical leave is a major investment in the faculty member's professional future, the individual, the relevant department, the Provost and the Faculty Development Committee will work together to devise a plan that is mutually beneficial to the individual and to the College.

Faculty who intend to apply for a sabbatical leave as part of their professional development must provide a coherent, well-planned proposal to the Faculty Development Committee for evaluation. The committee will review leave proposals and will forward its recommendations to the Provost. The college will fund all proposals recommended to it by the committee, if possible. In cases where funding is insufficient, a recommended leave may be delayed one year after the Provost has consulted with the individual and the department.

NOTE: Since the Faculty Development Committee has been de-commissioned for 2023-2024, the Kendall Center has been charged with reviewing sabbatical leave proposals for 2025-2026.

Criteria for Evaluation of Sabbatical Leave Plans (Faculty Handbook 2.1.4.1.2.A.)

Sabbatical Leave Plans will be evaluated according to their potential impact on the professional development of the individual faculty member. They will not be weighted according to the amount of time requested or the leave location. Leave plans will be evaluated on the basis of whether the faculty member has presented a coherent, well-planned proposal that addresses the guidelines outlined in the Faculty Handbook.

Required Information

2. First name *

3. Last Name *

4. Gustavus E-mail *

5. Department(s)/Programs(s) *

6. Rank (at time of application) *

Mark only one oval.

☐ Assistant Professor

☐ Associate Professor

☐ Professor

7. Years of full-time service at Gustavus *

8. Proposed leave *

Mark only one oval.

- ☐ Fall 2025
- ☐ Spring 2026
- ☐ Academic Year 2025-2026
- ☐ Other: _____

9. Have you previously received a sabbatical at Gustavus? *

Mark only one oval.

- ☐ Yes *Skip to question 11*
- ☐ No *Skip to question 13*

10. If successful, my proposal can be used as an example to assist future faculty applications. This decision will not in any way influence the evaluation of my application. Click "Yes" to give permission.

Mark only one oval.

- ☐ Yes
- ☐ No

Previous Sabbatical

Please complete these questions about your most recent previous sabbatical.

11. When was your last sabbatical? (e.g., Spring 2015; 2015-16)

12. Briefly summarize the outcomes of your last sabbatical.

Sabbatical Plans

Guidelines for the Preparation of a Sabbatical Leave Plan

Faculty Handbook 2.1.4.1.2.a

In general, all professional development activities of a teacher-scholar will be considered legitimate reasons for a sabbatical leave. These include scholarly research leading to publication of books and articles, artistic activities leading to exhibitions or performances, professional retraining and revitalization (e.g. language study, course work to bring a faculty member up-to-date in an area of specialization, or scholarly reading leading to new research or teaching interests), and internships at institutions that foster professional growth. The College will consider any other activities that can be demonstrated to have value for a faculty member's professional development. It is expected that the faculty member, the department, and the department chair will work together to formulate a leave plan that will strengthen and enrich the professional development of the faculty member.

13. Purpose of sabbatical *

Mark only one oval.

☐ Scholarly and/or artistic activities

☐ Professional training and revitalization or internship at another institution

Skip to question 16

Scholarly and/or Artistic Activities

Scholarly and/or Artistic Activities

Please upload a detailed description of the proposed sabbatical leave which addresses all of the following:

- Preparation for the sabbatical project
- Description of proposed projects and activities
- Relation of proposed projects to previous research or artistic work by self and/or others
- Expected outcomes and future activities related to the leave
- Value of projects to the individual and the academic community
- Plans for a public presentation of leave results (departmental seminar, Shop Talk, recital, art exhibit, public performance, etc.)
- Where applicable, letters confirming arrangements for off-campus leaves.

14. Upload description of proposed sabbatical leave here. *

Files submitted:

15. If there are any additional materials that you think would be helpful in deciding upon your application (e.g. links to Google Drive files), please include URLs here.

Skip to question 18

Professional Retraining and/or Revitalization

Professional Retraining and/or Revitalization

Please upload a detailed description of the proposed sabbatical leave which addresses all of the following:

- Demonstration of need for retraining and revitalization
- Description of proposed projects and activities
- Discussion of the preparation for leave activities (internships or workshops completed; letters of support or confirmation concerning proposed projects, schedules or calendars of proposed activities; bibliographies of relevant work, etc.)
- Expected outcomes and future activities related to the leave
- Value of projects to the individual and the academic community
- Plans for a public presentation of leave results (departmental seminar, Shop Talk, recital, art exhibit, public performance, etc.)
- Where applicable, letters confirming arrangements for off-campus leaves.

16. Upload description of proposed sabbatical leave here. *

Files submitted:

17. If there are any additional materials that you think would be helpful to the committee in deciding upon your application (e.g. links to Google Drive files), please include URLs here.

Chair's Form

18. Please confirm that you have talked with your Department Chair about your sabbatical plans and sent the Chair's Form to be completed by March 11, 2024, at 5 p.m. The Chair's Form can be found at: *
https://docs.google.com/forms/d/e/1FAIpQLSd_zbNKWOsRCD9rOXMJyheS73rv8F10jDydcYMncn6o-HEITg/viewform

Mark only one oval.

☐ I confirm I have talked with my Department Chair about my sabbatical plans and sent the Chair's form.

Applicant's E-Signature

19. Signature *

This content is neither created nor endorsed by Google.

Google Forms

