**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. The Provost's Office will contact your department chair to request required documentation from the department.

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

**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 develo pment 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 Facu lty 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

**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.

**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 b e 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.

**Scholarly and/or Artistic Activities**

Please upload a detailed description of the proposed sabbatical leave which addresses 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.

**Professional Retraining and/or Revitalization**

Please upload a detailed description of the proposed sabbatical leave which addresses 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.