

College of Performing and Visual Arts

Application for Sabbatical Leave

University policy concerning the granting of Sabbatical leave, is reprinted on the back of this form for your convenience. Please refer to that statement for your convenience. Please refer to that statement for eligibility and other requirements. To make application, complete this form and submit it to your School Director no later than October 1.

Name _____

Rank _____ School _____

Number of years at UNCO as a full-time faculty member _____

Academic year of last Sabbatical leave, if applicable _____

Time Frame of Requested Leave: Fall _____ Spring _____ Full-year _____

Please indicate below how the leave would be used to further your professional development (research, formal study, or other pertinent activity that might enhance your competency as a faculty member). Use additional pages if necessary.

Applicant's Signature _____ Date of Application _____

Sabbatical Leave

Sabbatical leave may be granted by the President of the University to a member of the faculty who holds the rank of Associate Professor or Professor as a recognition of excellent service and scholarly achievement. This leave is to be used for further professional development, which may involve research, formal study, or other pertinent activity which might enhance the competence of the faculty member. The faculty member on this leave may not undertake teaching or other gainful employment without the written permission of the President of the University.

A Sabbatical leave can be granted to a faculty member who has completed not less than six years of full-time service with the University and who has had at least six years of full-time service since any previous Sabbatical leave. The approval of a Sabbatical leave is dependent upon budgetary conditions and staffing support of the University.

The Sabbatical leave is granted on the condition that the faculty member agrees to return to the University for active service when the leave is ended. Upon the conclusion of the leave, the faculty member shall file a follow-up report with his/her dean. At the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in compensation from the University during the leave.

Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary. The University reserves the right to make adjustments in the compensation awarded during leave.

The candidate for Sabbatical leave will make application to the President in writing, by way of the usual administrative channels. The application will be accompanied by a statement of purpose for which the leave is requested, together with any pertinent information which supports the application.

The following criteria are used in the deliberations regarding sabbatical applications. These elements are not in any hierarchy. While issues of academic rank and years in rank, as well as years of service and time elapsed between sabbatical leaves, as well as other quantitative criteria as listed below do carry weight in the decision making process, the merits of an application's excellence and worthiness play an even greater role in the selection process.

Eligibility

Deadlines met for application

Greatest number of years of full-time service

Academic rank and years in rank

Length of time elapsed between sabbatical leaves

Equity of sabbatical distribution among schools within the college

Number of leaves to be recommended to the Provost and President

Thoroughness, clarity, and professionalism of the proposal

Merit of the application

Intention and depth of statement of the project

Excellence of scholarly and/or artistic record

*Appropriateness of the proposal as regards the mission of the school and college and how
the proposal might improve and inform what we do for students*

Demonstrable benefit to our students, school, and college

Availability of resources

Recommendation of the School Director

*Formal academic research or creative work which will provide significant results worthy of
publication or production*