

College of Arts, Sciences, and Education Sabbatical Leave

According to the Collected Rules and Regulations, “Tenured faculty members are eligible to apply for a sabbatical leave after six or more years of service and can reapply for subsequent sabbatical leaves six years after the prior sabbatical leave. Sabbatical leaves may be taken for a period up to a full year. A faculty member on a sabbatical leave will receive up to one-half their regular annual salary. Additional travel funds and leave-related expenses may be provided as deemed appropriate.”

Sabbatical leaves (sabbaticals) are not automatically granted but undergo a review process and are awarded based on merit and available funding.

The College of Arts, Sciences, and Education (CASE) evaluates sabbatical applications and prioritizes funding based on the following criteria:

- Demonstrated need to engage in research or collaboration off-campus
- Demonstrated need for dedicated time for scholarship that cannot be supported through other means (course buyouts, external grants, faculty development opportunities, etc.)
- Expected outcomes resulting from the sabbatical
- Level of engagement with external constituents (placements at other institutions, publication contracts, etc.)
- Effectiveness of the timing of the sabbatical for advancing the faculty member’s career (deadlines for projects, proximity to promotion, etc.)

Please complete the form below and send it with all required documents to case@mst.edu by Friday, November 10, 2023 for sabbaticals during the 2024-2025 academic year.

Please submit this form and the accompanying material (CV, sabbatical work plan, department chair statement, supplemental information) as one pdf document to case@mst.edu on or **before Friday, November 10, 2023**.

Name:

Department:

Faculty rank:

Initial tenure-track appointment (year):

Date of tenure (year):

Dates of previous sabbaticals from S&T (if any):

Preferred option: _____ Two-semester sabbatical (Fall 2024 & Spring 2025) at half salary

_____ One-semester sabbatical at full salary. Check one: _____ Fall 2024 _____ Spring 2025

Please attach the following:

1) Current CV

2) Detailed description of your sabbatical work plan, including the following:

- a) Description (< 500 words) of sabbatical objectives
- b) Timetable for sabbatical activities
- c) Travel necessary to implement work plan
- d) Expected professional/scholarly outcomes resulting from the sabbatical
- e) Contributions you can make to your department, college, S&T community, or profession as a result of this sabbatical
- f) A list of your current on-campus service obligations (student advising, committee assignments, etc.)
[Please note: you are not responsible for finding your own replacements, but outlining your responsibilities will help your supervisor anticipate replacement needs.]

If any of the following is relevant to your application, please also include:

- g) Copy of invitation from other university or industry partner
- h) Statement of assurance from your sponsor that appropriate facilities are available to you to conduct your proposed activities
- i) Indication if and to what extent the sabbatical is externally funded

3) Brief statement of endorsement from your department chair describing the merits of the proposed leave and how your faculty duties will be covered in your absence.

Signatures:

Faculty Member:

Date:

Department Chair

Date:

Vice Provost and Dean

Date:

approve

disapprove
