

APPLICATION FOR SABBATICAL

Tenure line faculty may, upon recommendation of the Chancellor and approval of the Board of Trustees, be granted sabbatical for purposes of scholarly activity that contribute to the professional growth of the faculty member and to the academic vitality of the University. For details about eligibility and sabbatical types, represented faculty should consult the CBA, and nonrepresented faculty should consult the Sabbatical Leave Policy, Personnel Policies, SIUE, II 6-7b of the most current online Faculty Handbook.

During the sabbatical, a faculty member shall not engage in salaried work for another employer without prior approval of the Provost and Vice Chancellor for Academic Affairs or the Chancellor. By accepting the sabbatical, a faculty member agrees to return to the University for a period of employment of not less than the duration of the sabbatical following its successful completion. The faculty member agrees to submit a report of sabbatical activity to the Provost through the Department Committee, Chair, and School or College Dean within the specified period in policy. Additionally, in the fall or spring semester following the completion of a sabbatical, faculty must give or display a professional presentation to the University regarding the project outcomes.

Action on this application shall be based on information submitted on this form, the applicant’s responses to the questions in the Sabbatical Application Guidelines, and accompanying documentation. Should conditions relating to the sabbatical change prior to or during the sabbatical, an amended application must be submitted for review.

Applications should be in the hands of the Provost by November 1, preceding the academic year in which the sabbatical is to occur.

Name: _____

Banner ID: _____

e-ID: _____

Department: _____

AIS Account Title: _____

Budget Purpose No.: _____

Period for which sabbatical is requested (Provide beginning and ending dates on appropriate line):

One semester at full pay: _____ (semester, year)

One year (12 months) at half pay, beginning: _____ (semester, year)

Partial Sabbatical - One semester at half pay: _____ (semester, year)

Other: at half pay _____ OR full pay _____, beginning on _____ (date), and ending on _____ (date).

(These dates must fall within the academic year unless a different basic appointment period prevails. Ordinarily summer assignments are not part of the basic appointment period.)

Provide a summary of not more than 25 words of the project and outcomes. This statement is for public consumption and will be used to report the request for sabbatical to the Board of Trustees.

Date employed as tenure-track faculty (semester, year) _____

Semester and year of most recent prior sabbatical: _____

Dates of previous unpaid leaves (excluding FMLA, paid sick leave, or leaves under ADA):

Important Note: It is the responsibility of the individual faculty member applying for sabbatical to ensure that they secure all the relevant permissions, and that the project conforms to all applicable University policies, as well as state and federal laws. Due to the timing of the sabbatical application process, some types of final approvals may not be available at the time of the sabbatical application’s initial review. The application may be allowed to move forward in the review process prior to final approvals. For projects requiring IRB, IACUC, and/or IBC approval, these requests must be submitted by the time the sabbatical application is reviewed by the department. All final approvals should be provided to the Department Chair, Dean, and Provost prior to the start date of the sabbatical. Failure to acquire all final approvals may result in a denial of the sabbatical, even if the application has previously received approvals at all levels. _____ (Initial)

Note: Faculty may propose revisions to the sabbatical project in accord with policy guidelines.

Does any part of the sabbatical project involve travel outside of the United States or collaboration with a foreign individual, business, university, or government? (<https://www.siu.edu/graduate/forms/compliance.shtml>)

Yes No (Initial)

If yes, I affirm that Export Control paperwork will be submitted in an appropriate time frame.

If yes, list all the countries and foreign individuals, businesses, universities, and governments involved in this project:

Does the project require review by the Institutional Review Board, including the clinical IRB?

Yes No (Initial)

If yes, I affirm that I have submitted an application to the IRB.

Submission Date: (Provide documentation of submission date with application.)

If already approved, protocol number:

Does the project require review by the Institutional Animal Care Use Committee?

Yes No (Initial)

If yes, I affirm that I have submitted an application to the IACUC.

Submission Date: (Provide documentation of submission date with application.)

If already approved, protocol number:

Does the project require review by the Institutional Biosafety Committee?

Yes No (Initial)

If yes, I affirm that I have submitted an application to the Institutional Biosafety Committee.

Submission Date: (Provide documentation of submission date with application.)

Does this project require any other approvals?

Yes No (Initial)

I affirm that I will seek any other approvals (e.g. country permissions, organizational permissions, etc.) necessary to the successful legal and ethical execution of this project.

Changes to the sabbatical application:

I understand and affirm that any changes to the sabbatical project and expected sabbatical outcomes either prior to the period of leave or during the sabbatical leave itself shall be approved as stipulated in the policy. (Initial)

Sabbatical presentation:

I agree that in the fall or spring semester following the completion of my sabbatical, I shall give or display a professional presentation to the University on the outcomes associated with the approved project. (Initial)

Amount of salaried income expected from another employer: **(approval required for external employment)**

Amount of non-University income expected from grants, scholarships, or other sources:

Amount of travel and/or living expenses expected from grants, scholarships, or other sources:

Is the project able to proceed without these supplementary sources of funds? Yes No

Signature of Applicant: _____ Date: _____

Sabbatical recommended by: _____ Date: _____

Dept. Committee: _____ Date: _____

Chair: _____ Date: _____

Dean: _____ Date: _____

Approved by: _____ Date: _____

Provost and Vice Chancellor: _____ Date: _____

Chancellor: _____ Date: _____

Ratified by the Board of Trustees at their meeting: _____

Sabbatical Application Guidelines

A sabbatical provides a faculty member with a 100% assignment specifically for the approved project (not for scholarly activity generally). Typically faculty should not be engaged in teaching and service assignments during the sabbatical, and this is only permitted in exceptional circumstances. Engaging in these activities requires approval from the Dean and the Provost.

The department chair will describe how the professional responsibilities (teaching and service) of the faculty member will be addressed or reassigned during the sabbatical.

In addition to your scheduled teaching assignments and department service responsibilities, the applicant should address the following questions in detail:

- Do you work with or supervise undergraduate or graduate students who will need to be accommodated during your sabbatical (individualized mentorship/instruction, as thesis/project chair, in labs or studios, etc.)? If yes, please describe.

- Do you have teaching assignments outside the department (FST, Honors, INTG, IS, for interdisciplinary studies programs, etc.). If yes, please describe.

- Do you have service assignments or commitments outside the department? If yes, please describe.

Use the following template for your sabbatical application, and provide as a separate document. (Represented faculty should consult the CBA, and nonrepresented faculty should consult the Sabbatical Leave Policy, Personnel Policies, SIUE, II 6-7b of the most current online Faculty Handbook for more detail.)

- A. Previous sabbatical activity
 - i. Provide dates of all prior sabbaticals.
 - ii. Attach copies of approved reports from all previous sabbaticals, or minimally from the most recent sabbatical, with the signed coversheet(s).
- B. Procedures for sabbatical work
 - i. Describe the activities or work which you expect to undertake during this proposed sabbatical.
 - ii. Outline of proposed written work, if applicable.
 - iii. Describe the location(s) of the project and organizations or individuals that will be included.
 - iv. Identify and describe external funding sources, if applicable, and how the funding relates to the project.
 - v. Identify and describe permits or approvals required for the sabbatical. Attach applications or documentation of approvals.
- C. Anticipated sabbatical results
 - i. List the anticipated results of the sabbatical (accomplished during the sabbatical)
 - ii. Describe the significance of these results
 - iii. Identify specific outcomes to assess successful completion (accomplished by the end of the sabbatical)
- D. Attach up-to-date CV