SABBATICAL CRITERIA

PROPOSED BY THE FACULTY DEVELOPMENT COMMITTEE
APRIL 15, 2008

Applicants must be full time faculty members. All faculty applying for a sabbatical must have attained the rank of either associate or full professor. The committee will consider a sabbatical for an assistant professor only in exceptional circumstances.

A faculty member applying for a sabbatical must have at least seven (7) years of consecutive service with the university. At least five (5) years of service must elapse prior to a second sabbatical by a faculty member.

The faculty member must provide a letter of recommendation from their chair and dean with the application. The letter must state that the chair and dean have made provisions for the absence of the faculty member.

The committee will consider the following things when making a decision on sabbatical applications: (1) the merit of the research project proposed; (2) the measurable benefits to the university in terms of research, papers presented, and publications arising from the project; (3) the enrichment and development of regular teaching duties by the project; (4) the applicant’s record of prior publications, scholarship, and paper presentations; and (5) the applicant’s attempts to obtain outside funding to support the research.

After approval by the Faculty Development Committee, final decisions on sabbatical applications will rest with the Provost and Chancellor.