



APPLICATION INSTRUCTIONS

FULL-YEAR, ENHANCED SABBATICAL LEAVE

Application for a full-year enhanced sabbatical leave is completed in addition to the application for submitted to the Board of Trustees for sabbatical approval. Please see the [sabbatical website](#) for further details.

Deadline: Application must be received by the **third Tuesday of January** and will be reviewed by the dean and the associate deans. Faculty will be notified by March 1st of a decision.

Eligibility: Only faculty who have, or soon will, apply for an external fellowship or grant that would provide substantial salary income during a full-year sabbatical leave are eligible to apply for enhanced support.

Faculty who do not receive an enhanced sabbatical remain eligible for [topping off benefits](#).

Award Criteria:

1. The quality of project and potential impact on the field.
2. Clear timeline for anticipated completion and presentation of project results.
3. The strength of proposal submitted for external fellowship.
4. The support of chairperson and approval of leave by the Board of Trustees.

Procedure: Applications should include:

1. Statement
 - a. Indicating that you are applying for a full-year, enhanced sabbatical
 - b. The academic year that you wish to be on leave
 - c. Whether or not taking year-long leave is contingent upon receiving a grant or fellowship, or enhanced support from the school.
 - d. If contingent on salary support, which semester you wish to be on leave if support is not received.
2. Description of the project submitted with regular sabbatical application. Feel free to expand upon the proposal to reflect any progress you have already made or additional information that should be considered.
3. List of any grants and/or fellowships for which you have, or soon will, apply to include:

- a. Name and/or type of grant or fellowship
 - b. Agency or foundation that sponsors the grant or fellowship
 - c. Amount of salary award requested
 - d. Date of application
 - e. Date by which you expect to learn if award has been granted.
 - f. Copies of grant or fellowship award letter.
4. A current curriculum vitae

Additional Expectations if Awarded Enhanced Sabbatical:

1. Faculty will submit copies of external fellowship or grant awarded to the Dean's Office.
2. Faculty are expected to accept all external grants or fellowships that can be held simultaneously or consecutively during the academic year of the sabbatical period.
3. Faculty will not be able to earn more than their full regular annual salary when receiving an enhanced sabbatical and/or topping off.
4. Receipt of enhanced sabbatical support precludes eligibility for topping off support during the same time period if the enhanced sabbatical support exceeds \$20,000.
5. Post-sabbatical reports will be submitted and will include information on the completion and dissemination of the project. If projects are not complete when sabbatical reports are due to the Provost and Board of Trustees, faculty will submit a second report soon after their projects are completed and disseminated.