



Application Instructions for A Full-Year, Enhanced-Salary Sabbatical Leave

8/21/14 zh

Application for a full-year enhanced-salary sabbatical leave is completed in addition to application for regular sabbatical. Please see <http://asadmin.richmond.edu/deans-office/sabbaticals.html> and the dean's annual email for instructions on application for regular sabbatical.

Application Deadline

Applications for a full-year enhanced-salary sabbatical leave need to be received no later than the first Monday in December of the year you apply.

Eligibility for a Full-Year, Enhanced-Salary Sabbatical Leave

Only those who have already applied—or will soon apply—for an external fellowship or grant (or multiple fellowships and/or grants) that would provide substantial salary income during a full-year sabbatical leave are eligible to apply for enhanced support from the University and the School of Arts and Sciences. Typically, from one to three enhanced-salary sabbatical awards will be granted in any given year, contingent upon the quality of the applications and the availability of resources.

Interrelated Criteria and Considerations

Enhanced-salary sabbatical support will be provided to selected awardees based upon:

1. The quality of their project and its potential impact inside and perhaps outside its field,
2. The likelihood that the project will be completed within a few years of the sabbatical,
3. The specificity of plans for presenting the project's results,
4. The prestige of the fellowship(s) and/or grant(s) for which the individual has applied,
5. The support of the applicant's chairperson and approval of a leave by the Board of Trustees.

Other Requirements and Expectations

1. Awardees will submit to the dean's office, immediately upon receipt, copies of all decisions made by the agencies and foundations to which fellowship or grant proposals have been submitted.
2. Awardees will accept all external grants or fellowships that can be held simultaneously or consecutively during the academic year of the sabbatical period with the objective of minimizing the extent of resources that the school will have to provide for enhanced support. In no case will the combination of external support, half-salary for the year, topping-off support, and enhanced sabbatical support exceed the individual's full salary for the year. Receipt of enhanced sabbatical support precludes eligibility for topping off support during the same time period if the enhanced sabbatical support exceeds \$20,000.
3. Awardees will follow all standard expectations regarding sabbaticals and will submit post-sabbatical reports that are as specific as possible regarding the completion and dissemination of the project. In addition, if projects are not completed when these initial reports are submitted, awardees will submit a second report soon after their projects are completed and disseminated (this second follow-up report is a unique requirement of those who receive a full-year, enhanced-salary sabbatical).
4. Non-awardees will remain eligible for the topping-off benefits provided by the school to those who receive salary income from external fellowships and grants during sabbaticals or leaves of absence. For more information about these benefits, see the "Topping Off Salaries from Fellowships and Grants" guidelines available at the A&S website: <http://asadmin.richmond.edu/research/topping-off.html>

Application Procedures

If you are eligible to apply and if you accept the above requirements and expectations, you should submit an application that provides in the following order:

1. A statement that indicates:
 - a. You are applying for a full-year, enhanced-salary sabbatical,
 - b. The academic year that you wish to be on leave,
 - c. Whether or not taking this year-long leave is contingent upon receiving a grant, a fellowship, or enhanced-salary support from the school, and if so,
 - d. Which semester you wish to be on leave if you do not receive additional support,
2. A list of any grants and/or fellowships for which you have applied, or will soon apply, specifying about each:
 - a. The name and/or type of the grant or fellowship,
 - b. The agency or foundation that sponsors the grant or fellowship,
 - c. The amount of the salary award that has been requested,
 - d. The date of application, and
 - e. The date by which you expect to learn if the award has been granted,
3. The description of your project submitted with your regular sabbatical proposal (at the beginning of the semester). Please feel free to expand upon the proposal to reflect any progress you have already made on the project, any special considerations that help assure the success of your project, how the project will contribute to your professional development, and how the university community will benefit from the successful completion of your project,
4. Copies of representative grant or fellowship proposals you have already submitted to support your sabbatical. There is no need to submit multiple grant proposals if a single proposal fully reflects your project,
5. An up-to-date curriculum vite