



## SBS INFORMATION FOR SABBATICAL and RELATED LEAVE APPLICATIONS

**DUE DATE: November 1<sup>st</sup> of each year**

SBS faculty are asked to submit Sabbatical leave requests, Junior Professional Development Leave (aka Junior Sabbaticals for tenure- or continuing-eligible assistant professors), and Professional Development Leave (for Career Track faculty) **by November 1<sup>st</sup>**. *Please be attuned to messages with directions on submitting applications to the college, as the process may change from year to year.*

Applications are accepted from mid-September through November 1<sup>st</sup> (firm). The Sabbatical Committee reviews applications just before or over the winter break, and faculty are notified about decisions no later than early February.

### What is needed:

All applications should be submitted in ONE PDF, in the below order please.

1. **The cover sheet from the [application form for sabbatical leave](#)**
2. **A description of the proposed program for the leave, including goals, travel plans, and the benefits to the applicant and the University.**

This description is typically 1-2 pages and optimally includes (1) the plans themselves, (2) their intended outcomes (a journal article? A book chapter? A curricular innovation?) and (3) how the proposed activities align with or advance current work and/or intended career trajectory. *The SBS Sabbatical Review committee particularly appreciates proposals organized into three sections: “Plans,” “Outcomes,” and “Alignment to Work/Career.”*

**Specific to those requesting a Junior Professional Development Leave (aka Junior Sabbatical):** please indicate how the proposed leave goals directly advance your progress to promotion and tenure/continuing status and promotion.

**Specific to Associate Professors:** please indicate how the proposed leave goals directly advance your progress toward promotion in rank.

**Specific to Career Track faculty requesting a Professional Development (PD) Leave:** Mind that PD leaves are granted in order to further your knowledge, abilities, or skills *as those directly relate to your professional responsibilities*. Please make sure to directly link your leave objectives to your job duties (in SBS, primarily teaching).

### 3. A CV

SBS **does not** require you to adapt your CV to P&T specifications, but we **do** ask that you pare what you have down to 5-10 pages, to focus intentionally on those items that relate to your proposed project.

### 4. Unit Head or Director evaluation, to include unit plans to cover teaching in faculty's absence

These evaluations are not intended to be confidential so faculty can ask for these to include in their applications.

### 5. At least one additional letter of evaluation

These are often from a colleague (in or out of the unit) but can be from anyone who can speak to the importance and timeliness of leave goals. There is no rank-eligibility requirement, and these too are not confidential.

**Submit final application materials here**