

# SABBATICAL APPLICATION PROCESS

# SABBATICAL APPLICATION PROCESS OVERVIEW

The steps required for

- 1) Untenured Faculty applying for Jr Sabbatical
- 2) Tenured Faculty applying for 1 semester of Sabbatical
- 3) Tenured Faculty applying for full year of Sabbatical

SFAC DEADLINE: September 15

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

First off, make sure you are eligible. \*Usually 3rd or 4th year

To apply for sabbatical, you will need to provide **CAPP** with the following documents via the form on the Sabbatical Application Information website by **April 15:**

- a) A short description of your research or other professional activity
- b) A clear statement of what semesters you are planning or hoping to be away from teaching. Junior faculty members should make clear which semester they are looking to be away (fall or spring), and whether they are planning on being away the other semester, and if so, whether that is definite, or contingent on finding funding. If you are gone the full year you will be on Jr Sabbatical for one semester, and unpaid leave for the other semester.

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

- c) A statement of support from your department (Chair), accompanied by a staffing plan that shows how the department will respond to your absence, in particular how they will maintain the continuity of the curriculum (available at [http://www.reed.edu/dean\\_of\\_faculty/forms/index.html](http://www.reed.edu/dean_of_faculty/forms/index.html))
- d) Where relevant, a statement from any Humanities or interdisciplinary program with which you normally work discussing the curricular implications of your absence and their remedy for it.

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

To request a one semester sabbatical at full pay, submit the following to **Sabbatical Fellowship Award Committee** by September 15th via the form on the Sabbatical Application Information website:

a. A brief (300 word) description of the project, intended for a non-specialists audience.

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

- b. A detailed description of the project (not to exceed 1500 words) that includes hypotheses, questions, goals, significance to field/curriculum, prof development
- c. A description of the relationship of this award to other possible sources of funding, and the total funding required to complete the project.
- d. A curriculum vitae and a summary of outcomes of recent leaves or summer research projects.

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

e. Two letters of support. To the extent possible, letters should come from persons with expertise in the relevant field or area of specialization. At least one of these letters should come from outside of the institution.

Page 2 of memo outlines advice from SFAC on proposals specifically for Jr faculty.

# UNTENURED FACULTY APPLYING FOR JR SABBATICAL

Tenure-track faculty

**DO NOT**

need to submit extramural funding  
applications



# TENURED FACULTY APPLYING FOR 1 SEMESTER OF SABBATICAL

Make sure you are eligible, (i.e., will have completed twelve semesters of full-time teaching or the pro-rated equivalent in semesters of part-time teaching)

To apply for sabbatical, you will need to provide **CAPP** with the following documents via the form on the Sabbatical Application Information website by **April 15:**

a) A short description of your research or other professional activity

# TENURED FACULTY APPLYING FOR 1 SEMESTER OF SABBATICAL

- b) Senior faculty members seeking one-semester sabbaticals should indicate which semester they will be away.
- c) A statement of support from your department (Chair), accompanied by a staffing plan that shows how the department will respond to your absence, in particular how they will maintain the continuity of the curriculum (available at [http://www.reed.edu/dean\\_of\\_faculty/forms/index.html](http://www.reed.edu/dean_of_faculty/forms/index.html))
- d) Where relevant, a statement from any Humanities or interdisciplinary program with which you normally work discussing the curricular implications of your absence and their remedy for it.

# TENURED FACULTY APPLYING FOR 1 SEMESTER OF SABBATICAL

Tenured faculty who are only requesting 1 semester of sabbatical

**DO NOT**

need to submit SFAC application, nor extramural funding applications

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

Tenured Faculty seeking a second semester of paid sabbatical

Make sure you are eligible, (i.e., will have completed twelve semesters of full-time teaching or the pro-rated equivalent in semesters of part-time teaching)

To apply for sabbatical, you will need to provide **CAPP** with the following documents via the form on the Sabbatical Application Information website by **April 15:**

a) A short description of your research or other professional activity

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

- b) A clear statement of what semesters you are planning or hoping to be away from teaching – ALL YEAR
- c) A statement of support from your department (Chair), accompanied by a staffing plan that shows how the department will respond to your absence, in particular how they will maintain the continuity of the curriculum (available at [http://www.reed.edu/dean\\_of\\_faculty/forms/index.html](http://www.reed.edu/dean_of_faculty/forms/index.html))
- d) Where relevant, a statement from any Humanities or interdisciplinary program with which you normally work discussing the curricular implications of your absence and their remedy for it.

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

To request a full year sabbatical (or two non-consecutive semesters of sabbatical) at full pay, submit the following to **Sabbatical Fellowship Award Committee** by September 15 via the form on the Sabbatical Application Information website:

- a. A brief (300 word) description of the project, intended for a non-specialists audience.

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

- b. A detailed description of the project (not to exceed 1500 words) that includes hypotheses, questions, goals, significance to field/curriculum, prof development
- c. A description of the relationship of this award to other possible sources of funding, and the total funding required to complete the project.
- d. A curriculum vitae and a summary of outcomes of recent leaves or summer research projects.

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

e. Two letters of support. To the extent possible, letters should come from persons with expertise in the relevant field or area of specialization. At least one of these letters should come from outside of the institution.



# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

AND...you **must** submit completed copies of two extramural grant applications.

When applying to SFAC, please provide the name and date of submission for Extramural Grant Application.

When your application for the grant is complete, please turn in a copy (without the confidential letters of recommendation) to the Dean of the Faculty's office.

# TENURED FACULTY APPLYING FOR FULL YEAR OF SABBATICAL

In cases where extramural grant proposals will be submitted only after the Sabbatical Fellowship Award Committee makes its decisions, those decisions will be provisional, pending subsequent submission of extramural proposals to CAPP and certification by CAPP.

Page 4 of memo outlines advice from SFAC on proposals.

Submit applications via the form on the Sabbatical Application Information website.

# JUST TO REITERATE...

Applying for a Sabbatical Fellowship Award to support a junior sabbatical or a second semester of senior sabbatical is separate from applying for approval for the sabbatical itself.

You cannot take a sabbatical without applying for one; applying for a Sabbatical Fellowship does not replace applying for the sabbatical itself.

The earlier you apply for a sabbatical or leave, the sooner your department, CAPP and the college can begin planning for your absence, including initiating searches when necessary.

# AFTER YOU'VE SUBMITTED YOUR APPLICATION

CAPP will review your application, and I will notify you of approval.

Sabbatical Fellowship Award Committee (SFAC) will review applications for the second semester of funding/one semester of Jr Sabbatical funding, and the chair of SFAC or I will notify you of approval.

You will receive a notification from the President's office confirming your sabbatical once all of these steps have been completed.

# AFTER YOU'VE SUBMITTED YOUR APPLICATION

Make sure you let me know when you have submitted any external grants applications that have deadlines after mid-September.

If you are awarded funding from an external grant, please let me know.

Hiring replacement? Start search process!

Sabbatical research funds request for proposals will go out in early spring semester.

# AFTER YOU'VE TAKEN YOUR SABBATICAL

Also please note that Section C-12 requires that a report be filed upon completion of all sabbaticals (and not just sabbatical fellowships):

*“After completing a sabbatical, the faculty member will summarize the activities undertaken as a written report to the Dean of the Faculty on achievements during a sabbatical, including copies of materials produced, publications, etc. The Dean of the Faculty will place a copy of this report in the faculty member's permanent evaluation file. The faculty member is expected to report on his or her research in a form suitable for dissemination to the Reed community (for example, as a colloquium or a published document).”*

# QUESTIONS, ADDITIONAL INFO

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Phone ext - 7258

Office Location - Eliot 317

SFAC DEADLINE: September 15