

Sabbatical Leave Application

Please prepare a typed application which includes the information noted below. Send copies of the application to the chair of the Faculty Development Committee, your department chair, and the provost. Request your department chair to send a letter to the provost indicating support or non-support for the sabbatical request. Policies related to a sabbatical leave are listed in section 500.10 of the *Faculty Manual*.

1. Name
2. Rank
3. Department
4. Number of full-time teaching years at Asbury
5. Year tenure was granted
6. Semester/year for which a sabbatical is being requested
7. Describe any previous sabbaticals and/or leaves including dates and activities.
8. Explain your anticipated sabbatical project(s):
 - Describe your proposed project, its goals, merits, benefits to you professionally and personally, benefits to the university.
 - Indicate how long the project will take and what resources you anticipate needing to use.
 - For research projects, indicate if you have a contract or formal agreement for publication or other professional activity.
 - For teaching or a work project with another institution or agency, include a letter of invitation.
9. Indicate if the completion of this project is dependent on the granting of a sabbatical by the university and, if yes, the implications for the project if the sabbatical is not granted.
10. Indicate any outside of university funds which have been granted, or may be granted, to you to assist with your sabbatical project.
11. While not required, indicate your willingness to acknowledge your sabbatical in published versions of your project.
12. Indicate any additional information which you feel would assist the committee in making a fair evaluation of your application, including letters from outside persons qualified to comment on the value of your proposed project.
13. Include a statement indicating your understanding and acceptance of the sabbatical provisions as noted in section 500.10.4.

500.10	<u>SABBATICAL LEAVE POLICY</u>	500.10
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500.10.1 **PURPOSE**

Sabbatical leaves should provide the faculty member with opportunities for professional growth not normally possible while performing the regular responsibilities of teaching so that those faculty members may make a richer contribution to the university. While on sabbatical, faculty members will seek new activities or studies that will increase their professional capabilities along with renewal, refreshment, and intellectual stimulation.

500.10.2 **SUGGESTED ACTIVITIES**

Faculty are expected to present an acceptable plan for the use of their time during the sabbatical leave. The following is an illustrative, not exhaustive, list of appropriate activities:

- A. Enrollment in courses of study to complete a degree, to update in a discipline, or to re-tool for a new assignment at the university.
- B. Faculty exchange programs with colleges, universities, elementary, middle, or secondary schools. Several opportunities are available for faculty to serve during a sabbatical as a visiting professor at overseas Christian colleges.
- C. Research designed for the publication of articles, books, or for other creative endeavors.
- D. Significant preparation of new courses and/or revisions of current courses.
- E. Editorial positions with professional societies, periodicals, publishing houses.
- F. Positions in service organizations, corporations, or businesses pertinent to the faculty member's discipline.
- G. Research in an appropriate industrial or agency setting or educational facility which will result in the upgrading of professional skills, publications of findings, or obvious contribution to the work of a learned society or research agency.
- H. Christian service, particularly where the faculty member uses professional expertise to help a mission organization in a cross-cultural setting or with agencies designed to assist minority or economically deprived constituencies.
- I. Extended travel appropriate to the faculty member's discipline.

500.10.3 **ELIGIBILITY**

Any tenured faculty member who has served full-time at Asbury University for a minimum of six years is eligible to apply for a one-semester sabbatical at full pay or a one-year sabbatical at half pay during the seventh year of employment. An application can be submitted during the faculty member's sixth year of full-time teaching. Leaves of absence do not count toward the six years of full-time employment. A faculty member who receives a sabbatical leave is eligible for another sabbatical during the seventh year of full-time teaching after the previous sabbatical.

500.10.4 PROVISIONS

All fringe benefits are provided by the university and normal salary deductions continue during the sabbatical. Time given to other activities for which remuneration is received should not exceed that of a comparable academic semester in which regular faculty responsibilities are assumed. Whenever possible, funding sources outside of the university should be used for sabbatical-related travel, equipment, and research expenses. Faculty members receiving additional remuneration from an external agency are expected to make full disclosure of any anticipated income (from employment, assistantships, fellowships, part-time teaching, consultations, etc.) before a sabbatical leave is granted.

The faculty member agrees to return at the end of the sabbatical leave for one year of full-time service to the university or to repay in full the salary received during the sabbatical. If the faculty member leaves the university after one full-time year of service after the sabbatical year, the faculty member agrees to repay one-half of the salary received during the sabbatical.

500.10.5 PROCEDURES

Faculty desiring a sabbatical leave shall submit the appropriate application to the Chair of the Faculty Development Committee by November 15 of the academic year preceding the year for which the leave is requested. The application should include the dates of the requested leave, detailed descriptions of the proposed activities, and an indication of how the sabbatical leave will promote the development of the faculty member. The committee will review the applications using the following criteria:

- Value of the project for personal and professional growth
- Contribution of the project toward achieving institutional goals
- Specificity of objectives, methodology, and procedures
- Evidence of potential success with the proposal

The committee will prioritize those applications which the committee determines meet the criteria. The committee will forward the approved prioritized recommendations to the provost. The provost, in consultation with the president, will determine the final approved requests. The university will attempt to fund 5-6 sabbatical requests each year. The number approved will be contingent on the available funding needed to pay replacements for the faculty who will be on sabbatical. Final approval will be based on the committee's recommendations as well as any unusual circumstances that may be present in the faculty applicants' departments.

Following the sabbatical leave, faculty must submit a written report of their activities to the Faculty Development Committee, provost, and department chair within three months. They are also encouraged to make a public report of their activities at such events as a Brown Bag luncheon or a professional meeting.