

SABBATICAL PROGRAM  
POLICY STATEMENT  
*(Revised 10/18)*

Introduction

When financial resources permit, an appropriate number of sabbaticals will be funded annually. The duration of the sabbatical may be for one semester at full salary and benefits, or two sequential semesters (not to include summers) at one-half salary. During that time the recipient will be relieved from routine college requirements and teaching responsibilities, and devote full time to the assigned project. The following policy statement governs the Sabbatical Program.

CRITERIA FOR SELECTION OF SABBATICAL RECIPIENTS:

1. General Qualifications and Responsibilities

a. Eligibility.

Any tenured full-time faculty member holding the rank of associate professor or professor is eligible for consideration for a sabbatical assignment. No faculty member is entitled automatically to a sabbatical. The recipients of sabbatical awards will be selected from a finalist pool of applicants screened and identified by the Faculty Development Committee according to established criteria.

b. Purposes.

A sabbatical project may be granted to a faculty member to engage in research, writing, study, or other activity determined to contribute to the faculty member's professional development and to be useful to the University.

c. Conditions governing the granting of a sabbatical award project.

The awarding of a sabbatical is not automatic, but shall depend on the merits of the request and on conditions prevailing in the department, school, or college at the time. Sabbatical award recommendations will be presented by the Provost and Vice President for Academic Affairs from a final list of applicants identified by the Faculty Development Committee to the President of the University for approval.

d. Compensation

A faculty member on a one-semester sabbatical shall receive full salary and benefits for the project period. A faculty member on a two-semester sabbatical shall receive half salary for the project period.

e. Obligations of the faculty member.

- (1) The Deans office shall submit each sabbatical award application with a detailed plan of activity which the applicant proposes to follow to the Office of the Provost by the dated posted on the Academic Affairs Planning Calendar. Faculty must apply in the

fall for sabbatical leave the next fall or spring. The recommendation sheet must be completed prior to submission to the Provost's Office.

- (2) While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or a designated representative. No form of employment may be accepted during the project period that will interfere with the accomplishment of the recipient's purpose for the project.
- (3) Within one (1) month upon return from sabbatical leave, the faculty member shall file with the Office of the Provost a written report of his/her scholarly activities while on leave. Copies of this report shall be submitted to the faculty member's department chair and dean, and the chair of the Faculty Development Committee.
- (4) A faculty member is obligated to return for a full academic/fiscal year of service upon completion of the project. Failure to return will obligate the faculty member to fully reimburse the institution for additional costs incurred by the institution resulting from the sabbatical leave. In accepting a sabbatical award, the faculty member shall sign a statement indicating awareness of and agreement to this repayment provision and to all other conditions of the project as specified herein.

## 2. Criteria for Selection of Recipients

The proposed activity should be considered in view of the value it would have for the individual's professional growth and the contribution it will make toward improving his/her value to Columbus State University. Some likely proposals would be for:

- a. Advanced education not to be applied to a degree.  
Preference to be given to the candidate doing work to update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.
- b. Scholarly research.  
Preference should be given to the candidate whose research could not be carried out at CSU while performing his/her other assigned duties (teaching, service, etc.). The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.
- c. Scholarly writing.  
Preference should be given to candidates whose scholarly writing is scheduled for publication. The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

**Potential of candidate:** In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Committee's confidence in the candidates' potential for success.

## SABBATICAL PROGRAM TIME SCHEDULE

1. **Deadline for application.**

The candidate must make formal application including all information to be considered by the Faculty Development Committee to the chairs by the date indicated on the Academic Affairs Planning Calendar. Chairs will then submit to Deans by the posted date. Deans will submit to the Provost no later than the posted deadline for a project being requested for the following academic year. Sabbatical applications are submitted in the Fall of each year regardless of the semester(s) of the award period.

2. **Deadline for Faculty Development Committee Decision.**

The Faculty Development Committee must make its recommendations to the Provost, who will inform the potential recipients of their decision not later than November 15.

3. **Recipient Decision.**

The potential recipients should make a firm decision by December 15 on their willingness to accept or reject the sabbatical award. This decision must be confirmed in writing to the Provost with copies to the faculty member's department chair, dean and chair of the Faculty Development Committee.

COLUMBUS STATE UNIVERSITY  
SABBATICAL PROGRAM

GUIDELINES

The following guidelines will be followed by eligible faculty making application for a sabbatical.

1. Prepare a Sabbatical Proposal Portfolio.

The portfolio is to consist of two parts: (1) a formal written proposal and (2) an appendage of support documents. In general, the formal proposal should contain the following:

a. COVER SHEET:

- (a) Applicant's Full Name
- (b) Department
- (c) College
- (d) Rank
- (e) Title of Proposal
- (f) Award period
- (g) Check List:
  - Memorandum of Agreement
  - Formal Sabbatical Proposal
  - Recommendations
  - Appendage including only relevant documents and summaries such as bibliographies rather than copies of publications
  - Completed Budget Summary

b. SUMMARY: a clear and concise summary of the request (one page maximum)

c. INTRODUCTION: a detailed statement of the request, its objectives, its benefits to the applicant and Columbus State University in definitive and measurable terms, the results expected, and the period of time covered by the proposed sabbatical

d. METHODS AND EVALUATION: a detailed description of the applicant's "Sabbatical Program," including activities to be employed to achieve the desired results: a detailed plan for determining the degree to which the applicant's objectives will be met and can be assessed

e. FUTURE PLANS: if applicable, describe a plan for continuation of activities beyond the sabbatical period which will benefit the applicant's professional development and Columbus State University; the plan should relate to the objectives and expected outcomes of the sabbatical.

- f. **BUDGET:** a clear delineation of cost, including salary, replacement staff (if applicable), associated with the applicant's Sabbatical Program, including funding sources (grants, stipends, etc.), travel, etc.

**NOTE:** If applicant is requesting additional Faculty Development funds to support sabbatical activities, it should be noted in the Budget section and a separate Faculty Development proposal, properly referenced to the Sabbatical Proposal, should be submitted to the Faculty Development Committee.

**The formal proposal is not to exceed ten (10) double-spaced pages!**

The Proposal Appendage is to contain support documents, including, but not limited to: (1) a current résumé, (2) a summary of previous activities which uniquely qualify the applicant to undertake the proposed sabbatical activity, (3) a summary of previous activities which demonstrate clearly that the applicant has the potential to successfully complete the "Sabbatical Program," and, if applicable, (4) verification that support grants, stipends and consortia arrangements relating to the "Sabbatical Program" have been authorized and approved.

**The Proposal Appendage should include only relevant documents and summaries such as bibliographies, rather than copies of all publications, etc.**

2. Complete and sign the Memorandum of Agreement stating the applicant's understanding and agreement to the terms of the Sabbatical Program.
3. Deans shall submit the Sabbatical Proposal Portfolio and Memorandum of Agreement to the Office of the Provost no later than the dated posted on the Academic Affairs Planning Calendar.
4. Recommendations are to be on the appropriate form and submitted to the Office of the Provost.
5. The Faculty Development Committee will make its recommendations to the Provost and Vice President for Academic Affairs not later than one week following the committee's meeting.
6. Each potential recipient will be notified in writing of sabbatical decisions, not later than November 15 by the Provost and Vice President for Academic Affairs.
7. The potential recipients must make a firm decision by December 15 on their willingness to accept or reject an awarded sabbatical. This decision must be confirmed in writing to the Provost and Vice President for Academic Affairs with copies to the faculty member's department chair, dean, and chair of the Faculty Development Committee.

8. Within one (1) month upon return from a sabbatical, the faculty member is to file with the Office of the Provost a written report of his/her scholarly activities while on sabbatical. Copies of this report shall be submitted to the faculty member's department chair and dean and the chair of the Faculty Development Committee. The report will identify all scholarly activities undertaken during the sabbatical. These activities should be properly referenced to the Sabbatical Plan submitted in the formal proposal. Exceptions are to be noted and explained. In addition, if applicable, the faculty member is expected to share the results of his/her scholarly work through appropriate publications, conferences, workshops, and/or seminars both on and off campus.



## SABBATICAL PROGRAM COVER SHEET

**APPLICANT:** \_\_\_\_\_ **RANK:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**TITLE OF PROPOSAL:** \_\_\_\_\_

\_\_\_\_\_  
**AWARD PERIOD:** \_\_\_\_\_

**BUDGET SUMMARY.**

At this point, faculty members should know the amount of funds their department and college will provide towards this effort. Faculty members should complete all columns.

	TOTAL Required	Faculty Provided	Department Provided	College Provided	Faculty Dev. Funds Requested	Recommended Funding
Supplies and Other Expenses						
Travel expenses						
<b>Total</b>						

**SABBATICAL PROGRAM  
RECOMENDATION SHEET**

Applicant: \_\_\_\_\_  
Title of Proposal: \_\_\_\_\_  
Award Period: \_\_\_\_\_  
Requested by: \_\_\_\_\_ *(Signature)*

Department Chair's Comments (If proposal consists of seeking advanced education not to be applied to a degree, please comment on whether this area will be taught in the immediate future). Supplemental pages may be attached for any additional comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Dean's Comments (If proposal consists of seeking advanced education not to be applied to a degree, please comment on whether this area will be taught in the immediate future). Supplemental pages may be attached for any additional comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Provost and Vice President of Academic Affairs' Comments: (If proposal consists of seeking advanced education not to be applied to a degree, please comment on whether this area will be taught in the immediate future). Supplemental pages may be attached for any additional comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

COLUMBUS STATE UNIVERSITY  
SABBATICAL PROGRAM

MEMORANDUM OF AGREEMENT

I, \_\_\_\_\_, hereby understand and agree to the following provisions of the Sabbatical Program.

1. While on a sabbatical leave, I will not accept remunerative employment without the written consent of the President of Columbus State University or his designated representative.
2. I understand and agree that no form of employment may be accepted during the leave period that will interfere with the accomplishment of the purpose(s) of the leave.
3. I understand and agree that within one (1) month upon return from the sabbatical leave, I shall file with the Office of the Provost of Columbus State University a written report of the scholarly activities undertaken while on sabbatical leave. Further, I will provide copies of this report to my department chair and dean, and the chair of the Faculty Development Committee.
4. I understand and agree that as a sabbatical recipient, I am obligated to return to Columbus State University for one full year of service upon completion of the sabbatical. I further understand and agree that failure to do so obligates me to reimburse Columbus State University fully for expenses other than salary incurred by the University resulting from the sabbatical. Such expenses may include, but need not be limited to, the expense to replace me with a part-time faculty member, travel, per diem, and/or registration fees relating to my leave activities.

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, I hereby understand and agree to the provisions itemized in this Memorandum of Agreement.

\_\_\_\_\_  
Applicant's Signature

**(NOTE:** This Memorandum of Agreement must be dated, signed, and submitted with the Sabbatical Proposal by the Deans to the Office of the Provost no later than the date listed in the current Academic Affairs Planning Calendar.)

COLUMBUS STATE UNIVERSITY  
SABBATICAL PROGRAM

MEMORANDUM OF AGREEMENT ADDENDUM

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_, \_\_\_\_\_, a  
Sabbatical recipient, has satisfactorily complied with provisions of the Memorandum of  
Agreement, and is hereby released from this agreement.

\_\_\_\_\_  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Faculty Member

(NOTE: Not to be completed and signed until Sabbatical Program is completed.)