

Sabbatical leave applications are now welcome. With continued budget pressures, the number of sabbaticals we are able to award will be limited. We will consider leaves for 2014-15 according to the following schedule:

September 23	Application to dean, with review/recommendation of department chair
October 21	Recommendation to Office of Academic Affairs with cost estimate
Mid-November	Recommendation to Trustees
December Meeting	Final Approval by Trustees

There is no prescribed format for Sabbatical Leave applications. A successful application, however, will indicate the following:

- Why you wish to take the Leave; the benefits both to the faculty member and to the institution should be explicitly detailed;
- When the proposed Leave is to be taken;
- Where the Leave will be spent (if it is on another campus or institution requiring advance arrangement, then supporting correspondence would be very desirable);
- What you propose to accomplish;
- Please note that successful proposals are fully detailed as to the scope of the project, its objectives and rationale. If the project involves travel, the proposal should include an itinerary that details the proposed purpose of the visit(s) and further clarifies arrangements that have been made with host institutions or visit sites.

Note: *If you have previously been awarded a sabbatical by Fort Lewis College, please include a copy of the proposal and your sabbatical report.*

Depending upon demands in your discipline and the dollars available, if you are awarded a leave you will likely be replaced on less than a full-time basis. This continues a policy that allows the college to “stretch” resources available to cover as many sabbatical leaves as possible.

In addition, you may wish to note:

- Winter enrollments are lower than Fall enrollments so one-semester sabbaticals are generally easier to accommodate if they are in the winter semester.
- Full-year sabbaticals generally have a smaller financial impact on the college than one-semester sabbaticals.
- Because of fiscal restraints, cost of each request will be an important factor; replacement costs should be kept at a minimum

Eligibility and Requirements for Sabbatical Leave

College Policy

Pages 56-57 of the Faculty Handbook describe College policy on sabbaticals. Three additional stipulations should be noted.

- If you receive a sabbatical, you must return to the services of Fort Lewis College for at least one full year after the completion of your leave. A signed notice agreeing to the conditions in Section 24, a, vii in part II of the Faculty Handbook must accompany all applications.
- College policy states that a sabbatical leave should not produce financial gain for the faculty member. Financial support from non-College sources may be obtained for income replacement and for additional expenses related to the sabbatical project, including travel, materials and supplies, and living expenses away from home. Faculty members are encouraged to pursue opportunities for such supplemental support. Compensation in excess of amounts covering the above is expected to be contributed to a Fort Lewis College sabbatical fund.
- A report summarizing your activities and the benefits gained should be submitted to the appropriate dean and to the Provost within two months of completing your sabbatical. You will need to include a one-page executive summary to meet part of the requirement. Please note that your report will be forwarded to the Trustees in accordance with requirements for Sabbatical Leave reports.

State Statutes

In addition, Sabbatical Leaves are governed by the state statute **23-5-123**. Two specifically relevant sections are quoted for your information:

23-5-123. Sabbatical leave – legislative declaration – policy – production of records

- (1) The general assembly hereby recognizes the necessity of maintaining a high caliber of faculty within the state system of higher education and the importance of the faculty's contribution in delivering quality education within the state system of higher education. The general assembly recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise, thereby supporting faculty excellence in teaching and research. The general assembly also recognizes that a faculty sabbatical is a privilege, rather than a right, and should be granted only when it results in adding value to the institution, the students' education, and the state. The general assembly therefore declares that state-supported institutions of higher education should judiciously grant faculty sabbaticals that will improve excellence within the state system of higher education and will thereby benefit the state.
- (2)(d) Prior to taking a sabbatical, a faculty member shall submit to the governing board of the institution that employs the faculty member a detailed sabbatical plan that:
 - (I) Specifies how the sabbatical activity will result in the faculty member's professional growth, how it will enhance the institution's reputation and the students' educational experience at the institution, and how it will increase the overall level of knowledge in the faculty member's area of expertise;
 - (II) Specifies the goals that the faculty member will achieve while on sabbatical.
- (e) A governing board may not grant a subsequent sabbatical to any faculty member who does not meet the goals stated in the faculty member's sabbatical plan.

The College also approves Leaves of Absence without pay. If you wish to apply for such a leave, feel free to do so. The College, of course, must consider the impact on its program that granting any leave will have. Hence, there is no guarantee that a request for a Leave of Absence without pay will be approved.

Notice Agreeing to Conditions

This signed and dated notice must accompany every Sabbatical Application

I have read and agreed to the requirements for returning to services at Fort Lewis College. If I am awarded a Sabbatical, I will comply with the requirements as stated in the Fort Lewis College Faculty Handbook. More specifically, I agree to abide with Part II, Section 24,a,vii, of the Faculty Handbook.

Faculty signature

Date

Faculty Handbook, Part II, Section 24, a, vii

Sabbaticals are granted on the express condition that the recipient shall return to the service of the College for a minimum period of one (1) academic year, or reimburse the College for the full amount of the salary, benefits and retirement contribution paid by the College for the period of the sabbatical. To be eligible for a sabbatical, a faculty member must sign a written notice agreeing to the conditions set forth in this paragraph.