

## COLLEGE OF LIBERAL ARTS SABBATICAL GUIDELINES

### DEADLINES FOR SABBATICAL REQUEST

**December 13**---School directors send Nicole vetted Sabbatical Leave Proposals (see criteria listed below) and short letter of support.

**By January 10**---Nicole sends approvals to school directors. **Only after** Nicole has approved the proposal sent to her in December, faculty can start routing the online HR form (found [here](#)) to the dean.

A CLA Sabbatical Leave Proposal must include:

- Name and academic rank
- Disciplinary area/unit/school
- The terms/year last on sabbatical leave
- The specific term(s) of the next academic year proposed for leave
- A short (1-2 page) description of how the sabbatical will be spent and meet key criteria (see below)
- A current CV

CLA Criteria for Sabbatical Proposal Support:

- That the sabbatical period will lead to substantial research and/or creative output, furthering the faculty member's effectiveness as well as productivity
- That the proposed sabbatical continues a sustained pattern of productivity (including previously held sabbaticals)
- The likelihood that the proposed sabbatical will lead to specific outcomes (e.g., a book contract, a grant, promotion to full, etc.)
- The impact of the proposed sabbatical on student access to faculty, course offerings, and unit budgets
- Satisfactory performance evaluations over the previous years
- The overall quality of the proposal.