

AUGSBURG UNIVERSITY

Faculty Application for Sabbatical Leave

Tenured faculty eligible for a sabbatical leave may apply once every seventh year of service at 0.75 FTE or greater. Electronic applications for sabbatical leave are due to the Provost's Office by **September 1 of the year prior to the anticipated sabbatical leave.**

Please send your completed application to KC Gubrud, Executive Assistant to the Provost at gubrud@augsborg.edu.

Applicant's name: _____

Department: _____

Sabbatical leave proposed for academic year: _____

Fall Semester: _____

Spring Semester: _____

Full Year: _____

Note: Compensation

Faculty granted half-year sabbatical leave will receive full salary and benefits for that term, and are required to work a normal load during the semester they are not on leave.

Full-year sabbaticals (at half-pay) are possible but must be negotiated with the Provost on an individual basis.

Sabbatical Leave Proposal

Please explain the purpose and goals of your proposed leave, general topic of research, methods and expected benefits to the University and to your professional development. You may attach a separate document for this proposal. Please see the recommendations from the [Faculty Development Committee for sabbatical leave applications](#).

The initial post-tenure review is normally held in the fifth year of a tenured appointment; subsequent post-tenure reviews are held every seventh year, with the clock restarting if the candidate is promoted to Professor. (See Faculty Handbook sec. 6.2.1.E)

Year granted tenure: _____

Year of last sabbatical leave (if applicable): _____

Year of last post-tenure review (if applicable): _____

Budget (to be completed by Department Chair)

Please identify the plan to cover the courses and departmental responsibilities during the time of the proposed sabbatical leave. Sabbaticals should be budget neutral.

Reporting and Return Requirements

When a faculty member returns from leave they must make a formal, public presentation of her or his work to the Department, Program and/or other appropriate University gatherings by the date specified in Section 6.2.3 Timelines for Reviews. A copy of this presentation, called a Sabbatical Report, is given to the Department Chair and/or Program Director and the Dean by that same date. A faculty member must continue working at the University at least one full semester after the sabbatical. If a faculty member fails to return, she or he must reimburse the University for all salary and benefits received during the sabbatical.

Departmental Approval

I recommend approval of the above sabbatical application.

Department Chair Signature _____

Department _____

The Provost forwards recommendations for sabbatical leaves to the Board of Regents for approval. The Provost notifies faculty candidates of sabbatical leave decisions after approval by the Board of Regents.

For full information on sabbatical leaves, see [Faculty Handbook section 6.11](#).