**Simmons University Tenured Faculty Sabbatical Proposal**

**Faculty Policy Manual (FPM) Section 2.7.B**

The purpose of the sabbatical program is to aid in the revitalization and intellectual growth of the faculty member and promote the faculty member’s academic contribution to the University and to their profession. The awarding of sabbatical acknowledges tenured faculty who have demonstrated a consistently high level of performance in teaching and in research, scholarship, and creative work. Sabbatical proposals and activities should align with the mission of the University as an institution of higher learning and result in demonstrable outcomes that contribute to teaching, research, scholarship, and creative work.

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| --- | --- |
| Proposal Date: |  |

|  |  |
| --- | --- |
| Name: |  |
| Rank: |  |

|  |  |
| --- | --- |
| College | □ Ifill □ COCIS □ CNBHS □ CSSPP |

|  |  |
| --- | --- |
| Department/Division/School: |  |

|  |  |
| --- | --- |
| Year of Tenure: |  |
| Dates and Year of Last Sabbatical: |  |

**Eligibility for a Sabbatical (section 2.7.B.2)** A faculty member is eligible to request a sabbatical only if they have served at least six years on a full time basis at the University since beginning their work at the University or since their last sabbatical. The six years of service need not be consecutive.

1. **Requested Dates of Sabbatical Leave (FPM 2.7.B.3 and *Implementation Guidelines)***

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| A. Half-year Sabbatical (100% annual base salary) | Circle One: Fall Spring |

OR

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| B. Full-year Sabbatical *(Indicate one: please note the requirements)* | |
| At 50% annual base salary | Standard |
| At 75% annual base salary | With two external grant/ fellowship applications submitted through the Office of Sponsored Programs and deemed eligible by the Dean. |
| 100% annual base salary | With external funded grant / fellowship that covers at least 25% of annual base salary during the sabbatical year. |

OR

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| C. Other (please specify. Requires Dean and Provost approval) |  |

1. **Please submit a description of your plans including the following information (section 2.7.B.4 and *Implementation Guidelines*):**

Each proposal should explain how the sabbatical activities support the faculty member’s career goals and professional and research agenda. The proposal shall include:

* A statement indicating how it meets the purpose of sabbaticals
* A plan describing in detail the objectives to be achieved
* The breadth of activities in which the faculty member is to be engaged
* The anticipated location where work will be carried out
* A timetable including the beginning and ending dates of the sabbatical
* The potential benefits of the sabbatical to students and Department, Program or School
* How the sabbatical contributes to the mission of the University
* Assessment of alignment of the sabbatical project with school and University mission (dean).

Each proposal should contain a statement how the proposed leave meets the purpose of sabbatical leaves. Anticipated benefit of sabbatical to teaching, research, or program.

1. **If external funding is anticipated, the proposal should include a statement identifying anticipated sources of funds. (Please note: The University is not responsible for expenses such as travel incurred by faculty FPM 2.7.B.3 and *Implementation Guidelines*).**

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1. **Please summarize your last sabbatical outcomes and/or include the written report from your last sabbatical (FPM 2.7.B.4 and *Implementation Guidelines*).**

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Should this sabbatical be granted by the Simmons University Board of Trustees, I agree to return to Simmons immediately upon conclusion of my sabbatical leave to perform my faculty duties for at least one year. If I am granted two non-consecutive semesters at half pay, I understand that the obligation to return is incurred after the first of these semesters, and the year’s return immediately follows the second of the two sabbatical semesters. Failure to comply with this obligation to provide a year of service following the expiration of my leave will require me to repay the salary received from the University.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_