

FACULTY SABBATICAL APPLICATION
Application deadline: 2nd Friday in February

Sabbatical is an extended professional leave during which time a faculty member is relieved of regular job duties to pursue professional development. The sabbatical program is designed to promote professional development opportunities for faculty.

When reviewing applications for a sabbatical, the ad-hoc Sabbatical Committee, Academic Dean, VPAA, College President, and College Board of Trustees will consider the following as acceptable areas of consideration*:

- a. Formal academic research that would produce significant results worthy of publication. This includes pedagogical studies and research of an academic nature.
- b. Structured professional pursuits not involving formal academic course work. This includes, but is not limited to, writing with intent to publish, artistic endeavors, and technical projects.
- c. Continuing or pursuing a degree in the academic discipline of a faculty member's current or future teaching responsibilities at a regionally accredited institution. This could include course work, completing the residency requirement and thesis/dissertation activities such as research and writing.
- d. Updating professional skills; participating in training or in-service education programs; or pursuing non-degree related course work. Applicants must fully explain how their time will be spent in updating professional skills activities. Additionally, applicants will be asked to delineate how those skills will benefit the college, their department and our students.
- e. International opportunities for research and/or teaching through structured programs like the Fulbright Scholars Program, the Guggenheim Fellowship, and other such programs.

SUMMARY OF ELIGIBILITY CRITERIA AND REQUIREMENTS

1. To be eligible for Sabbatical, a faculty member must meet the following criteria:
 - A. Complete one (1) year on continuing contract.
 - B. Have completed five (5) or more years of full-time continuous employment at the college as of the starting date of the requested sabbatical.
 - C. Have not taken a sabbatical within the past eight (8) year period that ends as of the starting date of the requested sabbatical.
 - D. Not enrolled in a deferred retirement option (DROP).
2. While on sabbatical, the faculty member:
 - A. Shall receive salary at the rate of 100% of the faculty member's regular salary prorated by the length of the sabbatical awarded for one (1) semester and 50% of the faculty member's regular salary for two semesters.
 - B. Shall receive continuation of all current College paid benefits including, but not limited to health and other insurance, retirement annuities, and payroll deductions.
3. Sabbaticals may be awarded for a Fall or Spring semester (one semester) or Fall and Spring semesters (one year).
4. Within the first fall-spring semester following the completion of the sabbatical, the faculty member will submit a written report to the Vice President of Academic Affairs and to the Sabbatical Committee. The report should contain an evaluation of the success of the sabbatical in achieving the objectives described in the application. The Vice President of Academic Affairs may request that the faculty member also do a formal oral presentation for other faculty and members of the College community.

**For additional Rank and Selection criteria as well as information on Eligibility, Retention of Position, Salary and Benefits, and conditions, consult the Florida SouthWestern State College Collective Negotiations Agreement 2022-2025.*

SABBATICAL APPLICATION

**SUBMIT APPLICATION TO: SABBATICAL COMMITTEE c/o the Asst. VP of Institutional Research,
Assessment & Effectiveness, Dr. Joseph van Gaalen (joseph.vangaalen@fsw.edu).**

1. COVER PAGE

Include the following information on the front page of your submission.

NAME

SCHOOL/DIVISION, PRIMARY CAMPUS

EMAIL ADDRESS

PREVIOUS DATES OF PAID SABBATICAL OR LEAVE (IF ANY)

REQUESTED SABBATICAL PERIOD (CHOOSE ONE):

FALL (YEAR), SPRING (YEAR), OR FULL YEAR (ACADEMIC YEAR)

2. STATEMENT OF PURPOSE

SHORT ABSTRACT:

Develop two to four sentences capturing the essence of the proposal.

DESCRIPTION OF ACTIVITIES:

Please specify courses to be taken, professional projects, or research to be conducted, a new program to be developed, or publications to be created. In describing your activity, you must indicate your preparatory work demonstrating readiness to carry out the goals, e.g. where the courses are to be taken, how the professional project was developed, the research methodology or the programs to be visited, and the method by which they were selected. Provide any documentation needed to support your statements.

PROFESSIONAL BENEFIT TO APPLICANT:

Discuss how the activity will make you a better faculty member.

BENEFIT TO THE COLLEGE:

Discuss the specific impact your sabbatical opportunity may have on carrying out your professional responsibilities, e.g. to teaching; to student learning; to programs, courses or curriculum development; or to an institutional priority.

BENEFIT TO THE FIELD/ COMMUNITY:

Please specify your plans to disseminate the results of your study within your field or professional community such as publication in a peer reviewed publication, presenting at a national conference, name of publisher (if you are working on a book).

ACKNOWLEDGEMENT STATEMENT:

Please include the following statement and signature lines. Your final submission should include your signature and the signature of your respective Academic Dean.

I have read and understand the guidelines, procedures, and requirements in article 11 of the 2022-2025 Collective Negotiations Agreement. I also attest that the statements made in this application are true.

Applicant signature

Date

Support

Do not support

Academic Dean signature

Date