

## ***Submission Procedures and Calendar for Sabbatical Leaves 2012-2013***

Applicants, chairs, and deans must abide by the published schedule.

### **Deadlines**

### **Procedures**

#### **4:30 p.m., Monday, September 19**

On or before this date the applicant will notify the Department Chair and the Office of Academic Affairs of his/her intent to apply for a coming year sabbatical and shall complete a consultation with the Chair to discuss the nature and viability of the proposed sabbatical. (If the applicant is a Department Chair then the applicant should notify his/her Dean.) The purpose of this consultation is to receive feedback on the proposed sabbatical and guidance on changes that may strengthen the final proposal.

#### **4:30 p.m., Wednesday, October 19**

##### *Applicant:*

- 1) Submit eleven (11) copies of your complete application to the Office of Academic Affairs. The Office of Academic Affairs will forward two copies of the application to department chairs. (If the applicant is a Department Chair, the Office of Academic Affairs will submit his/her application to the Dean. The Dean will write the detailed evaluation.) The remaining copies will be distributed to Professional Development Committee members. If the proposal is funded, a copy will also be placed on file in the library. Please note that no electronic submissions will be accepted. **Applications received in the Office of Academic Affairs after the due date will not be considered.**
- 2) Submit one extra copy of the "Sabbatical Leave Application Form" cover sheet only) to the chair of the Professional Development Committee:  
Eric Kurlander, Unit 8344 or Room 304 Elizabeth Hall.

#### **Friday, October 28**

##### *Department Chair:*

Submit one (1) copy of the application with a written evaluation to the Dean. The evaluation should candidly assess the scholarly value of the project, the scope of the project, its value to the University, and the relevance of the project to the applicant's ongoing development as a member of the Stetson faculty. The evaluation should be discussed with the applicant. The Chair must provide an explicit plan for covering the teaching and other responsibilities of the applicant during the term of the sabbatical. It is the responsibility of the Chair and Dean to carefully evaluate the application as to its completeness. If found lacking, constructive feedback should be delivered to the candidate in time to allow for minor changes.

#### **Friday, November 11**

##### *Deans:*

Submit written comments to the Office of Academic Affairs. The comments should include an evaluation of the substance of the proposed project, and describe the manner in which teaching and other responsibilities of the applicant will be met during the time of the proposed leave. If the applicant is a Department Chair, the Dean writes the detailed evaluation as described above.

The Office of Academic Affairs will distribute the applications to the members of the Professional Development Committee for consideration.

**Applications received at the Office of Academic Affairs after the due date will not be considered.** Department Chairs and Deans must abide by the published schedule.

Monday, December 5

*Professional Development Committee:*

Evaluate the proposals November 14 –December 5, and submit recommendations to the Associate Provost.

Thursday, December 8

*Associate Provost:*

Review the proposals and the committee recommendations and submit to the Provost.

Monday, December 12

*Provost:*

Notify candidates of final decision on their applications.

Friday, January 13

*Unsuccessful Applicants:* Candidates whose sabbatical proposal is rejected by the committee have the right to appeal to the Provost. The appeal is due on or before January 13. The Provost will then render a final decision and notify each candidate of the outcome by February 15.

September 13, 2013

*Successful Applicants:* Must submit a brief summary of their sabbatical activities by September 13, 2013, to their Dean and to the Office of Academic Affairs. These final reports will be posted in an electronic format on a secure Library web page.

KEEP THESE PAGES FOR FUTURE REFERENCE.