

MOUNT ST. MARY'S UNIVERSITY
EMMITSBURG, MARYLAND

REQUEST FOR SABBATICAL LEAVE

1. Name: _____ Department _____ College/School _____

2. Requested dates of sabbatical: _____ to _____

Check one: _____ one semester with full pay
 _____ two semesters with half pay

3. Purpose for which leave is requested: _____

A proposal of no more than five double-spaced pages must be submitted with this form. The proposal should follow the Proposal Narrative Guidelines that follow.

4. A current vita must be submitted.

5. Are you submitting any substantiating documentation, such as book contract, correspondence, evidence of research completed or in progress, itinerary?
_____ Yes _____ No.

6. Date of appointment to Mount St. Mary's University _____

7 a. Number of consecutive years of service at the University including this present year _____

7 b. Number of consecutive years of service at the University including this present year since last sabbatical (indicate N/A if never had sabbatical): _____

8. Dates of all sabbatical leaves, if any: _____

9. The applicant is responsible for ensuring that the department chair submits to the appropriate Dean a letter of recommendation stating whether the chair supports the application and discussing the merit of the proposal as connected to the applicant's scholarship and teaching, the likelihood of the applicant's completing the project, and the ways the department will meet its staffing needs in light of the sabbatical. (This should include discussion of whether the department can deliver requisite courses with the remaining faculty or whether adjunct(s) will be required – and if the latter, the projected cost of such adjunct(s).)

10. Sabbatical applications (nine copies of: this application form, the application proposal, and the applicant's curriculum vitae) must be submitted to the Department Chair by September 1. The Department Chair submits a written recommendation (eight copies) and the applicant's materials (eight copies) to the Dean of the College/School by September 8. The Dean forwards two copies of the sabbatical request materials, including the Department Chair's and Dean's written recommendations, by September 15, to the VPAA, and submits five copies, one to each TRAC member (Seminary TRAC member does not receive a copy).

11. Faculty awarded a sabbatical will submit to the Vice President for Academic Affairs, with a copy to the department chair and Dean, a full and detailed report of the professional activities during the leave, including any appropriate documentation. Reports on spring semester and full-year sabbaticals are due no later than November 1. Reports on fall semester sabbaticals are due no later than March 15.

Signature of Applicant _____

Date _____

Action taken (circle) Date

Signature

Support/Do Not Support _____ Dept.Chair _____

Support/Do Not Support _____ Dean _____

Support/Do Not Support _____ Vice President _____

Support/Do Not Support _____ President _____

PROPOSAL NARRATIVE GUIDELINES

General Instructions: Please follow the format outlined below. Your proposal should be written so that it can be understood by someone who is not in your field.

1. Abstract: Describe your project, its value, and the expected outcome in a brief paragraph.
2. Background: Describe the project you propose to undertake. Explain how it fits within the broader context of your discipline, your research, and your teaching. Explain why it seems to you to be worth doing. Include dates, location of study, and specific arrangements for laboratory space, studio space, or library facilities.
3. Goals and objectives: Specify intended outcomes of leave activity (short term and long term goals).
4. Activities: List the activities you will be engaged in to accomplish your objectives, making certain to show how these activities are related to your objectives.
5. Benefits: Enumerate benefits of your project to
 - a. yourself
 - b. the university
 - c. your profession or discipline
6. Evaluation: Describe how you anticipate that your project will be evaluated; for example, peer review of journal articles or conference presentations, juried exhibitions of artwork, or peer review of lectures or performances.

TRAC shall provide a brief rationale to accompany its recommendation to the Vice President for Academic Affairs. The applicant will receive a copy when notified of the final decision.