

St. Edward's University

APPLICATION FOR SABBATICAL LEAVE

Application due to Academic Affairs, Box 1011, by November 1

- 1.) Name _____
- 2.) School _____
- 3.) Rank _____
- 4.) Years of Continuous Service _____
- 5.) Year of first-time, full-time St. Edward's appointment _____
- 6.) Leave Requested: ___ Fall Semester, 20__ with full pay.
 ___ Spring Semester, 20__ with full pay.
 ___ Fall and Spring Semester, 20__ & 20__ with half pay.

- 7.) Have you received any type of special leave, sabbatical, or other consideration such as reduction of teaching responsibilities in the past? If so, explain and state when. _____

- 8.) Proposal outlining definite plans for the sabbatical:

- 9.) Do you plan to apply for any external funds (grants, fellowships, special stipends, etc.)? If so, which and when would you anticipate hearing about the outcome of your application?

10.) Explain the proposed sabbatical's potential contribution to your professional growth and the benefit of the University. _____

11.) Accountability: What do you anticipate will be the nature of the Final Report and when will it be submitted to the Executive Vice President? _____

12.) Please submit a letter from your School Dean indicating how instructional services for which you are responsible will be met should you be given leave.

13.) Terms of Sabbatical

In accord with the terms of the sabbatical as specified in 2.10.3.1 of the Faculty Manual, compensation from outside sources for the specific activities of the sabbatical will be included in computing full and part-time salary from the University. Faculty will refrain from outside gainful employment during the term of the leave, except as agreed upon in writing at the time of the award.

The Faculty sabbatical recipient commits him/herself to stay in the employment of St. Edward's University for at least two consecutive academic years from the date of return from the sabbatical at the same full-time equivalency level as before the leave.

ACCEPTANCE OF TERMS OF THE AGREEMENT

I, the undersigned applicant for sabbatical leave during the _____ term of the year _____, agree to the terms covering a Sabbatical as specified in 2.10.3.1 of the Faculty Manual and commit myself to act in accord with the requirements thereof.

(Signature)

(Date)