Instructions for Sabbatical Application
For sabbaticals to be taken during the 2017-2018 academic year

**Deadline for Application:** **Monday October 24, 2016 5:00 pm EST**

**Sabbatical Leaves**

Sabbatical leaves are designed to give the faculty member time for further professional development through research, faculty development, writing, etc. Sabbatical leaves may not be used for work toward an advanced degree. The sabbatical leave is a privilege, awarded after a competitive peer-review process.

The number of sabbaticals awarded and their length will vary from year to year at the discretion of the Office of the Provost. The Citadel Foundation may provide support for a few awards so that the full academic year salary is covered. Nevertheless, such funding cannot be guaranteed.

**Process**

The award process includes the following steps:

1. Development of Application
2. Endorsement of Department Head (or Dean for Schools without Department Heads)
3. Submission of Application to Faculty Excellence Committee
4. Review by Faculty Excellence Committee
5. Interview with Faculty Excellence Committee
6. Faculty Excellence Committee makes recommendations to the Office of the Provost
7. Decision by Provost

**Timetable**

**Tuesday October 11, 2016**– Sabbaticals Roundtable Symposium-Room 230 Mark Clark Hall, Greater Issues Room, 11:00 am -12:45 pm

**Monday October 24, 2016**– Completed electronic application form, including Department Head or Dean endorsement, is due by email to the Faculty Excellence Committee’s Chair, Cynthia E. Bolt, with SABBATICAL in the subject line by 5:00 PM. Please scan all materials into one file. Two paper copies of the application are also due to LTC Bolt in Room 270 Bond Hall (or the School of Business office) by 5:00 pm 10/24/16.

**Thursday November 3, 2016**– Applicant interviews with the Sabbaticals Committee begin, and will conclude on Thursday, November 10, 2016.

**Spring 2017** – Provost’s announcement of sabbatical awards
CRITERIA FOR EVALUATION OF PROPOSALS

As stated in the Faculty Manual, the primary criteria are the probable value of the sabbatical leave experience in increasing the professional competence of the faculty member and its value to the academic programs in which the applicant participates. Other factors being equal, cost effectiveness, the applicant’s professional record, and the results of previous sabbatical leaves, if any, will also be considered. The sabbatical committee welcomes proposals aimed at both scholarship and development and will rank proposals separately in each category. It is the responsibility of the applicant to identify a specific classification of proposal on their application (research or development).

ELIGIBILITY

Faculty who are tenured and have completed at least six years of teaching at The Citadel in a tenured or tenure-track position are eligible. Faculty who have received a sabbatical in the past must complete at least seven years of further service before they are eligible for another award.

Any member of the faculty who has served in an administrative position at the college for at least 5 consecutive years and then returns to full-time teaching is eligible for a sabbatical leave of one semester at full pay. Any member of the faculty who has served in an administrative position at the college for at least 10 consecutive years and then returns to full-time teaching is eligible for a sabbatical leave of one full year at full pay. The sabbatical leave awarded under these circumstances will be treated as a normal sabbatical with respect to eligibility for future leaves. However, such applications should go directly from the Dean to the Provost. Sabbaticals awarded following administrative service will not count against the number allocated for faculty.

PREPARATION OF THE APPLICATION

Complete the electronic applications form available from The Sabbaticals Committee Web page: http://www.citadel.edu/root/fcmte-sabbatical/. The electronic form allows the applicant to include as much text as needed.

An applicant should download the form to his or her computer hard drive, complete it, change the file name to include the applicant’s name, and send the completed scanned form with all signatures and supporting documents as an email attachment to boltc@citadel.edu with SABBATICAL in the subject line. In addition, two print copies should be submitted to LTC Bolt in 270 Bond Hall by 5:00 pm on the application deadline day.

The form addresses the following points:

1. Whether the proposal is primarily for research or development. Although professional development invariably entails research of some form, applicants must select the category that best reflects the goals of the proposal.
2. The duration of the proposed sabbatical leave and the preferred dates. If requesting a full year leave, the applicant must indicate whether he or she would accept a single semester and when they would prefer to take it.
3. The length of Citadel employment.
4. Any previous Citadel sabbatical leaves received, brief description of the outcome, and a copy of the product or a PDF of supporting documentation from the prior sabbatical.
5. The URL for current *curriculum vitae*.

**The proposal itself should address the following points:**

1. The objectives which the applicant plans to achieve during or as a result of the proposed sabbatical leave.
2. The plan whereby the applicant intends to achieve her or his objectives.
3. The expected results of the sabbatical leave, both for the individual and for the institution.
4. Any preparation made for the proposed sabbatical leave. A narrative of actions is appropriate, and lengthy documentation, if necessary, can be attached as an appendix.
5. Any additional financial support required for achieving the objectives of the sabbatical leave.

The source from which this funding will be sought should be indicated, along with an estimate of the probability of success in obtaining the funds. Finally, the applicant must indicate to what extent it will be possible to complete the goals of the sabbatical if such additional funding does not materialize. If there is an alternative plan, this would be the place to describe it.

**Departmental Support**

Department Heads or Deans (for Schools without Department Heads) will review sabbatical applications submitted by faculty members from their departments and provide a statement to be included in the assigned space on the electronic application form.

**This statement will address the following topics:**

1. To what extent, if any, will the objectives of the proposal contribute to the professional development of the faculty member and to the objectives and needs of the department or school? What are the detailed plans of the department or school to adjust to the absence of the faculty member if leave is granted? What will expenses be? In most situations, the expectation is that colleagues will assume the teaching, advising, and committee responsibilities for the recipient. When the sabbatical is for a full year at full pay, funds will be available to hire adjunct faculty. Nevertheless, the department head/dean must indicate plans for covering a single semester as well as a full-year sabbatical leave, if the applicant requests the latter.
2. If there is more than one proposal from the department or school, the department head/dean must rank order them in terms of potential benefit to the applicants and to the department
or school. The Committee will not consider proposals by applicants whose department head/dean refuses to rank order the proposals or support the application.

**REVIEW PROCESS**

Upon receipt of the sabbatical leave applications, the members of the Sabbaticals Committee will review the applications. A time will be scheduled for each applicant to meet with the Committee to discuss his or her proposal.

1. After all meetings have taken place, each member of the Committee will evaluate the strengths and weaknesses of each proposal and indicate whether they merit funding. For those proposals that meet these criteria, members will rank order the research and development proposals separately. Finally, members will recommend the top two proposals for full-year grants, contingent on funding from The Citadel Foundation.
2. The Committee chair will tally the rankings and present them to the members of the Committee for further discussion and for final approval. When the Committee has concluded its work, the chair will report the Committee’s final recommendations to the Provost.
3. The Committee anticipates that it will recommend equal numbers of half-year sabbaticals to research and development proposals. This allocation may be adjusted by vote of the committee depending on the relative number and quality of proposals in each category.
4. The Provost will base the final decision on the criteria used by the Faculty Excellence Committee as well as on the impact of the proposed leave upon college and departmental operations and resources. The Provost will consult with the Deans in making this decision.

**CONDITIONS OF AWARDS**

1. Applicants awarded leaves are expected to return to the college for at least one semester if awarded a semester sabbatical and a full academic year if awarded a year sabbatical.
2. Recipients of sabbaticals are required to make a presentation at the Sabbaticals Round-Table Symposium the fall semester following the sabbatical.
3. A complete report from each sabbatical recipient will be provided to the Provost and the Faculty Excellence Committee no later than 90 days after the faculty member returns to teaching duties. Failure to submit a report may result in loss of eligibility for future sabbaticals.
4. If an applicant receives a sabbatical leave that depends upon additional funding which fails to materialize, the individual will report the problem through the department head/dean to the Provost, who will review the situation, including the applicant’s alternate plan for addressing the objectives of the sabbatical, and will decide whether or not to permit the sabbatical.
5. If a faculty member declines a leave or if the college withdraws the leave due to financial considerations, the faculty member does not lose eligibility for further awards of sabbatical leaves and may re-apply, without prejudice, the next year.
Faculty Excellence Committee Members

Questions about the electronic form or sabbaticals policies and procedures may be addressed to the departmental or school representative or any member of the Faculty Excellence Committee.

2016 Faculty Excellence Committee Members

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<tr>
<th>Department</th>
<th>Member Name</th>
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<tr>
<td>BADM</td>
<td>Bolt, C., Chair</td>
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<td>BIOL</td>
<td>Gustafson, D., Senate Liaison</td>
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<td>CAEE</td>
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<td>Fernald, L.</td>
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