

Instructions for Sabbatical Application

For sabbaticals to be taken during the 2025/26 academic year

Deadline for Application: Monday October 28th, 2024 COB

SABBATICAL LEAVES

Sabbatical leaves are designed to give faculty member time for further professional development through research, private study, travel, 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 normal sabbatical award is one semester at full pay. 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/Dean
3. Submission of Application to Faculty Sabbaticals Committee
4. Review by Faculty Sabbaticals Committee
5. Interview with Faculty Sabbaticals Committee
6. Ranking of Applicants by each Member of the Sabbaticals Committee
7. Recommendation of Sabbaticals Committee given to Provost
8. Decision by Provost

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 either scholarship or development.

ELIGIBILITY

Faculty who are tenured and have completed six years of teaching at The Citadel 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 five 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 fulltime 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, but 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 the Sabbatical Committee chair Prof. Todd Wittman at twittman@citadel.edu with SABBATICAL in the subject line. In addition, two print copies should be submitted to Prof. Wittman in 327 Thompson Hall by COB on the application deadline day

The form addresses the following points:

1. Whether the proposal is primarily for research or development. Although professional development may involve research, and research invariably allows a professional to develop, 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 preference of Spring or Fall semester.
3. The length of Citadel employment.
4. Any previous Citadel sabbatical leaves received and a brief description of the outcome.
5. The URL for current curriculum vitae.

The proposal itself should address the following points:

1. The objectives that 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 and Deans 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 COLLEGE REVIEW PROCESS

Upon receipt of the sabbatical leave applications, the members of the Sabbaticals Committee will review the applications.

1. Each member of the Committee will evaluate the strengths and weaknesses of each proposal and indicate whether it merits funding. For those proposals that meet these criteria, members will rank the proposals.
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 Provost will base the final decision on the criteria used by the Faculty Sabbaticals 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 year after their sabbaticals.
2. Recipients of sabbaticals are expected to make a presentation at the Sabbaticals Committee Round-Table Symposium the fall semester following the sabbatical.
3. A complete report which addresses sabbatical activities and objectives will be provided to the department head/dean, who will evaluate the effectiveness of the sabbatical leave. Both reports will then be forwarded through the Faculty Sabbaticals Committee to the Provost no later than forty-five 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.

COMMITTEE MEMBERS

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

2024 / 2025 Sabbaticals Committee *(as of 8/28/24)*

Dept Representative

ACFI	Bolt, Cynthia
MGMT	Sobel, Russell
MSCE	David Desplaces
BIOL	Johnson, Kristy (recording secretary)
CIVL	Ghanat, Simon (senator, vice-chair)
CHEM	Mabrouk, Suzanne
CRMJ	McNamara, Robert
EDUC	Jefferson, Renee
ELEC	Hayne, Ron
ELPM	Skenes, Kevin
ENGL	Livingston, Michael
HAHP	Sacko, Ryan
HIST	Grenier, Kathy
INTL	Goldman, Jan
LDRS	Sigler, Tracey
MATH	Wittman, Todd (chair)
CYCS	Joshi, Deepti
MECH	Sanders, John
MLNG	Skow, Katherine
PHYS	Berlinghieri, Joel
PSCI	Tenney, Sarah
PSYC	Fernald, Lori