



## Sabbatical Leave Application Process

Source:

[pvcaa.siu.edu/academic-administration/leave-information/sabbatical-leave/sabbatical-process.php](http://pvcaa.siu.edu/academic-administration/leave-information/sabbatical-leave/sabbatical-process.php)

Downloaded: 7/19/2019

### Eligibility Criteria for FY20 Applications

- Faculty applying for sabbatical leave must possess tenure at the time the leave will be taken.
- Faculty applying for a FULL SABBATICAL LEAVE that begins in FY20 (July 1, 2019 through June 30, 2020) must have completed a total of 6 years of service on continuing appointment (as below):

For the faculty member's first sabbatical

SIUC Start Date	Earliest Sabbatical Begin Date
July 1, 2013	July 1, 2019
August 16, 2013	August 16, 2019
January 1, 2014	January 1, 2020

For subsequent sabbatical

Prior Sabbatical Ending Date	Earliest Sabbatical Begin Date
June 30, 2013	July 1, 2019
August 15, 2013	August 16, 2019
December 31, 2013	January 1, 2020

- Faculty applying for a PARTIAL SABBATICAL LEAVE that begins in FY20 (July 1, 2019 through June 30, 2020) must have completed a total of 3 years of service on continuing appointment (as below):

For the faculty member's first sabbatical

SIUC Start Date	Earliest Sabbatical Begin Date
July 1, 2016	July 1, 2019
August 16, 2016	August 16, 2019
January 1, 2017	January 1, 2020

For subsequent sabbatical

Prior Sabbatical Ending Date	Earliest Sabbatical Begin Date
June 30, 2016	July 1, 2019
August 15, 2016	August 16, 2019
December 31, 2016	January 1, 2020

#### Application Process

- Please note: Applications (including CV and any optional supplemental materials) must be submitted electronically via email for the FY20 sabbatical period.
- Cover memos from units or colleges are not required and should only be included if information cannot be included on the Application for Sabbatical Leave form.
- Sabbatical applications require the approval of the Board of Trustees. The Provost will issue a formal recommendation to the faculty member, department, and college after review; a fully executed copy of the application or a notice of non-approval will be issued once the Board has made their determination.

- Answers to frequently asked questions are available here. Please contact us at [pvcabbatical@siu.edu](mailto:pvcabbatical@siu.edu) if you have additional questions.

#### Information for Applicants

- Complete the Application for Sabbatical Leave form and email it to your chair/director for their review/recommendation using the "Submit" button at the bottom of the PDF form.
  - The form must be saved and/or opened within Adobe Reader (i.e., it cannot be opened in a web browser). If you right-click the "Download Form" link on the eForms page and "Save As", you are able to download the PDF and open it with Adobe Reader. For Mac OS: either control+click or click and hold the mouse button down on the link until the menu pops up and save as PDF.
  - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.
- Attach a copy of your current curriculum vitae to your email. The CV is required as part of the application process. You may submit your CV as a Word document or as a PDF file.
  - Please make sure your CV file name includes your last name (recommended nomenclature - FY20SabbaticalCV\_LastName).
- Attach any optional supplemental materials to your email. Supplemental materials may be uploaded (in any electronic format) in support of an application, but are not required.
  - Please make sure your supplemental materials file(s) name includes your last name (recommended nomenclature - FY20SabbaticalSupplemental\_LastName).

#### Information for Chairs/Directors

- Please review the submitted Application for Sabbatical Leave form and additional application materials and, on the PDF form,:
  - Check the Recommended or Not Recommended radio button;
  - Check the Unit Verification of Fiscal Understanding box (as appropriate);
  - Include any (limited) comments/remarks in the Chair/Director Comments field (as appropriate); and
  - Sign and date the application.
- Email the application, including CV and any supplemental material(s), to your dean's office for review/recommendation using the Submit button at the bottom of the PDF.
  - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.

#### Information for Deans

- Please review the submitted Application for Sabbatical Leave form and additional application materials and, on the PDF form,:
  - Check the Recommended or Not Recommended radio button;

- Check the College Verification of Fiscal Understanding box (as appropriate);
- Include any (limited) comments/remarks in the Dean Comments field (as appropriate); and
- Sign and date the application.
- Email the application, including CV and any supplemental material(s), to [pvcabbatical@siu.edu](mailto:pvcabbatical@siu.edu) for review/recommendation using the Submit button at the bottom of the PDF.
  - Please be sure to save the PDF once completed and prior to clicking the "Submit" button so that the complete application will be transmitted.
- You may submit all college applications in a single email, grouped by department, or individually.

#### Deadlines

- Friday, September 1, 2018 – official communication to deans, directors, and chairs soliciting applications.
- Wednesday, November 1, 2018 – deadline for sabbatical application submission to Provost's office via email to [pvcabbatical@siu.edu](mailto:pvcabbatical@siu.edu).
  - Please note your departmental/school and college deadlines will be earlier.
- Spring 2019 - Board Ratification of Sabbatical Applications
  - Recommended applications for faculty who hold tenure at the time of application will go before the Board in March/April
  - Recommended applications for faculty who hold do not hold tenure at the time of application will go before the Board in May
  - All faculty whose applications are ratified by the Board will be notified following the relevant Board meeting