**Faculty Sabbatical Application Form**

**A. sabbatical overview**

Sabbaticals are granted to full-time faculty to help them keep abreast of professional developments in their field. Sabbaticals are intended to advance one’s professional practice, teaching effectiveness, and overall contribution to the college. Sabbaticals are granted to full-time faculty members who have at least six years’ of service. Priority is given to faculty (a) whose track records demonstrate a high level of achievement, (b) whose sabbatical plans suggest the potential to significantly advance their careers and pedagogy during the sabbatical period, and (c) whose successful completion of their sabbatical will contribute to the overall quality and reputation of the CCS community. Sabbaticals are granted only once every six years.

**Please see sections 3.15.1 through 3.15.1.4 of the Handbook for Full-time Faculty for more information regarding sabbatical requirements.**

**B. Application Process**

01 Faculty member completes an application and submits to the Department Chair

02 Department Chair writes endorsement letter for faculty -or- Dean writes endorsement letter for Department Chair

03 Faculty submits application packet to the Office of Academic Affairs

04 Deadline for all applications is April 15

05 The Faculty Development/Sabbatical Committee reviews all applications and makes recommendations to the appropriate Dean by May 5th

06 The faculty member receives notification of the sabbatical approval/denial by May 15th

**C. Application ChecklisT**

01 Faculty Endorsement Letter (written by Department Chair) -or- Chair Endorsement Letter (written by Dean)

02 Copy of Current of Curriculum Vitae

03 Completed Sabbatical Application (2 pages)

**D. SABBATICAL Deliverables**

Upon completion of the sabbatical, the faculty member shall prepare a report and project to be delivered to the College for Creative Studies constituents. This is intended to provide an opportunity for you to reflect on the knowledge you have gained and to share the knowledge with others. CCS will facilitate the delivery of the projects that will include but not be limited to: presentation, performance, exhibition, print, media/motion, painting, sculpture, etc.. Reports should be submitted to the Office of the Provost and will be placed in your faculty file.

**APplicant INFORMATION**

Name: Department:

Email: Years of Service:

Number of previous sabbaticals granted: If applicable how many years since last sabbatical:

How many semesters: 1 | 2 (Circle one) Semester(s) Requested:  FALL | Winter | BOTH

(Two semesters must be taken in the same academic year

(100% pay for 1 semester; 70% for 2 semesters)

**STATEMENTS**

Designer/Artist Statement (Who am I?)

250 words – The artist statement should clearly and briefly explain your creative vision and work.

**STATEMENTS CONTINUED**

Statement of Purpose (What am I going to do?)

500 words – Your purpose statement should explain your overall plans for the sabbatical period and how it will contribute to the advancement of your professional practice, teaching and the CCS Community at-large.