Florida Gulf Coast University

Sabbatical Guidelines
Approved November 18, 2011

Overview:

Sabbatical leave awards are an important component of faculty development and institutional excellence. Through the use of sabbaticals, teaching effectiveness may be enhanced, scholarly endeavors enriched, and academic programs developed and strengthened. Sabbaticals provide faculty with opportunities for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel.

Faculty members are accountable for their direct sabbatical activities during the sabbatical period. Upon return, faculty members must submit a final report that evaluates the achievement of sabbatical leave goals and summarizes the project outcomes. Accountability is assessed through goal achievement and documented completion of the sabbatical project plans.

Sabbatical leaves are a component of the UFF-FGCU Collective Bargaining Agreement (“CBA”), Article 22.3. Faculty considering application for a sabbatical leave are strongly encouraged to consult the CBA for more complete information. In the event that there is a conflict between the “Sabbatical Guidelines” set forth herein and the CBA, the provisions of the CBA take precedence.

Sabbatical Awards and Eligibility:

FGCU awards two types of sabbatical leaves: one (1) semester at full pay or two (2) semesters at one-half pay. Full-time in-unit tenured or multi-year contract employees at the rank of assistant, associate, or full professor with at least six (6) years of full-time service at FGCU are eligible to apply for a sabbatical leave. A member of the faculty who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements. (Faculty who carry the rank of Instructor I, II, and III are eligible to apply for Professional Development Leave (see CBA Art. 22.1)). Faculty are not normally eligible to apply for a second sabbatical until six (6) years of continuous service are completed following the previous sabbatical.

Sabbatical Application Process:

Eligible faculty who wish to apply for a sabbatical leave must submit a “Notice of Intent to Apply for Sabbatical” to the Provost/VPAA and to each of their supervisors (Chair, Dean), using the form provided for this purpose (Attachment A). Applicants must label and submit the required application materials in the following order.

1. Cover Sheet for Sabbatical Application (Attachment B)

2. A statement describing:
a. The program and activities to be followed while on sabbatical;

b. The expected increase in value of the employee to FGCU and the candidate’s academic discipline, including the following information:

- The nature, history, and projected completion date of the project.
- The applicant’s professional preparation for this project and his or her scholarly or other significant contributions already made in the activity for which the application is being submitted.
- The significance of the project to the applicant’s field, written duty assignments, and his or her increased effectiveness as a teacher and scholar.
- All support agencies, cooperating institutions, targeted research facilities or field research areas, and any other forms of financial support expected during the sabbatical leave. Faculty may receive funds to support various aspects of the proposed project, e.g. travel and lodging, etc. from other external and internal sources.

c. The specific results anticipated from the sabbatical leave;

d. Any supplementary income anticipated during the period of the sabbatical.

3. A current Curriculum Vita with a listing of publications and other significant professional achievements.

4. Copies of the applicant’s letters of annual assignment for the past three years.

5. A list of any previous sabbatical(s) taken at FGCU to include the date(s) taken and description of the research or other activities undertaken during the sabbatical and the outcomes.

6. A separate statement, signed and dated by the applicant, indicating that the candidate has read and agrees to comply with the conditions of the sabbatical program as described in Article 22 of the most current CBA (see CBA Art. 22.3D.(2)).

An applicant may include other statements and materials that further demonstrate his or her particular need for a sabbatical. Such statements and materials should be linked directly to the professional standards and requirements of his or her field or to the particular needs of his or her College and FGCU. Appropriate documentation and letters of support should accompany each applicant’s request for sabbatical. Applicant materials shall be submitted in both paper copy and electronic (.pdf) format.

Sabbatical Review Committee:

The sabbatical review committee is a standing committee of the faculty consisting of one (1) faculty member (ranked with more than six (6) years of service) elected from each college to two (2) year terms, and one ex-officio member appointed by Academic Affairs. The committee membership shall be staggered. The sabbatical review committee shall be elected from among the in-unit employees with more than six (6) years of experience at FGCU in a ranked faculty position. The committee is established as described in Article 22.3D(4) of the CBA.
Post Sabbatical Obligations (see Article 22.3 E.):

The faculty employee must return to the University for at least one (1) academic year following return from a sabbatical leave. Agreements to the contrary must be confirmed in writing prior to the award. Within thirty (30) days upon returning from the sabbatical, the faculty member must provide a concise written report of the employee's accomplishments during the sabbatical to the President or representative, along with the required cover sheet (see Attachment C). Applicant materials shall be submitted in both paper copy and electronic (.pdf) format.

Timeline for Applications for Spring 2012 only:

By 5:00 p.m. on the third Friday in January:

Eligible faculty will submit a completed “Notice of Intent to Apply for Sabbatical” (Attachment A) to the Office of the Provost/VPAA and all supervisors (Dean, Chair). Faculty who do not submit the “Notice of Intent to Apply for Sabbatical” by this date are not eligible to apply for a leave in that year for the following year.

By 5:00 p.m. on the second Friday in February:

Completed sabbatical applications must be received by the Office of the Provost/VPAA. Based on the number of complete applications from eligible faculty, the Provost/VPAA or designee will notify the President of the Faculty Senate that the Sabbatical Review Committee that the Committee will be required to meet to review applications.

By 5:00 p.m. on the fourth Friday in March:

The Sabbatical Review Committee will submit a ranked list of recommended faculty to the Office of the Provost/VPAA.

By 5:00 p.m. on the first Friday in April:

The Provost/VPAA or designee will notify the applicants and the Sabbatical Review Committee of approval or denial of all sabbatical applications.

Timeline for Applications effective August 7, 2012:

By 5:00 p.m. on the third Friday in September:

Eligible faculty will submit a completed “Notice of Intent to Apply for Sabbatical” (Attachment A) to the Office of the Provost/VPAA and all supervisors (Dean, Chair). Faculty who do not submit the form by this date are not eligible to apply in that year for a leave for the following year.

By 5:00 p.m. on the second Friday in October:

Completed sabbatical applications must be received by the Office of the Provost/VPAA. Based on the number of complete applications from eligible faculty, the Provost/VPAA or designee will notify the President of the Faculty Senate that the Sabbatical Review Committee will be required to meet to review applications.

By 5:00 p.m. on the second Friday in November:
The Sabbatical Review Committee will submit a ranked list of recommended faculty to the Office of the Provost/VPAA.

By 5:00 p.m. on the first Friday in December:

The Provost/VPAA or designee will notify the applicants and the Sabbatical Review Committee of approval or denial of all sabbatical applications.
[Attachment  A]

Notice of Intent to Apply for Sabbatical

(Must be submitted to Provost’s Office by 5 pm on the date established in the Sabbatical Guidelines)

Name ______________________________  Rank ______________________________
Department ___________________________  College __________________________

I am notifying you of my intention to apply for a sabbatical for the next academic year.

I am interested in:

- Full Semester at full-pay ______
- Two Semesters at half-pay ______

I would like to take the leave during:

- Fall ______
- Spring ______
- Fall/Spring ______

For twelve month faculty only:

- Summer-Fall ______

The nature of the proposed sabbatical is:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

___________________________________________________  ______________________

Signature of Applicant  Received by  Date

Original to Provost

Copy to Supervisor and Applicant
[Attachment B]

Cover Sheet for Sabbatical Application

(Must be submitted to Provost's Office by 5 pm on date established in the Sabbatical Guidelines)

Applicant materials shall be submitted in both paper copy and electronic (.pdf) format.

Name __________________________ Rank __________________________

Department ______________________ College ______________________

_____ There are no changes from my “Notice of Intent to Apply for Sabbatical” in the type of sabbatical and the term in which I would like to receive the sabbatical.

_____ There are changes from my “Notice of Intent to Apply for Sabbatical” in the type of sabbatical and the term in which I would like to receive the sabbatical.

Here are my requested changes (if applicable).

_______________________________________________________________________

_______________________________________________________________________

This proposal for sabbatical leave has been reviewed and is recommended by:

______________________________ __________________________
Immediate Supervisor Date

______________________________ __________________________
College Dean Date

Received by __________________________ Date


[Attachment C]

(Must be submitted to Provost’s Office within 30 days upon returning from the sabbatical)

Applicant materials shall be submitted in both paper copy and electronic (.pdf) format.

Cover Sheet for Final Written Report

This final report is being submitted as part of the requirement for sabbatical leave. It has been reviewed and approved by:

_________________________________________  ____________________________
Immediate Supervisor                              Date

_________________________________________
College Dean                                      Date

_________________________________________
Received by                                       Date

Original to Provost

Copy to Supervisor and Applicant