

MACALESTER COLLEGE

SABBATICAL LEAVE APPLICATION

Deadline for tenured faculty: **last business day of October.**

INSTRUCTIONS: Please type or print clearly. General policies governing sabbatical leaves are printed below.

NAME: _____ DEPARTMENT: _____

PERIOD OF PROPOSED LEAVE: _____
(Indicate semester or semesters)

PERIOD OF PREVIOUS SABBATICAL: _____
AND/OR _____
(Indicate semester or semesters)

PERIOD OF OTHER LEAVE FROM MACALESTER: _____
(Indicate semester or semesters)

This form should be accompanied by a brief statement of the following:

- 1) STATEMENT OF PURPOSE AND OBJECTIVES
- 2) A SUMMARY OF PROPOSED WORK
- 3) A TIMETABLE

SABBATICAL LEAVE POLICY

After six years of full-time service, a faculty member on tenure, or a previously tenured faculty member on a term contract, will be eligible to be granted a Sabbatical Leave of either one full year at half-pay or one semester at full pay. For individuals hired to the college with previous experience or at an advanced rank, the date of eligibility for the initial sabbatical leave will be negotiated with the Provost and President. A Sabbatical Leave may be granted for a program of study, productive activity in the faculty member's field of specialization, or travel advancing the faculty member's proficiency in his/her field of specialization. A faculty member may request a Sabbatical Leave by setting forth a proposed program of activity, in writing.

1. It is expected that a faculty member will return to his or her position at Macalester College for at least one year following a sabbatical leave. Any faculty member who does not return for at least one year following a sabbatical leave will be required to pay the college an amount equal to the compensation (salary plus benefits) he or she received from the College during the leave period.
2. Within three months following his or her return, the faculty member will be expected to file with the Provost's Office and the Department Chair. The report should summarize the results of the work done while on leave.
3. No member of the Macalester College faculty may accept remunerative employment or engage in professional practice during the period of the leave. Exceptions to this rule may be made for employment, work, or other activity, provided these exceptions do not carry duties or obligations that hinder the pursuit of the project for which the leave is granted. All exceptions must be approved by the Provost in advance of the leave period.
4. Faculty who take sabbatical leave for one semester are expected to teach at least 8 credits during the remainder of the academic year.

In accordance with the above policy, tenured or tenure-track faculty normally apply during a sixth consecutive year of full-time service for a sabbatical leave. Exceptions to this policy must be approved in advance by the Provost.

This Sabbatical Leave is requested in accordance with the guidelines listed above.

Signature of Applicant

Date of Application

RECOMMENDED:

Department Chair

Date

Chair, Resources and Planning Committee

Date

