**IV.8 GENERAL INFORMATION ON SABBATICAL LEAVE REQUESTS**

Faculty sabbatical leaves for professional development are intended for the mutual benefit of Linfield College and the faculty members granted the leave. Sabbaticals facilitate productive study, research, and creative activity by offering time for scholarly work.

Two options for sabbaticals are available:

 A full year at half salary or a half-­‐year at full salary

In the case of the full-­‐year option, the individual will devote at least half time to the sabbatical project. If additional work for compensation is to be carried out during the sabbatical year, the college will need to be satisfied that such work will not infringe on the time allocated for the sabbatical project or otherwise interfere with carrying out the project successfully.

With either option, benefits such as retirement contributions, insurance coverage, tuition exchange, and normal deductions from salary shall be continued by the college.

Sabbatical leave is made available to faculty as a matter of privilege rather than as a right. Each proposal shall be evaluated upon its individual merit. Sabbaticals are granted by the Dean of Faculty upon recommendation by the Faculty Development Subcommittee. Although these proposals may take a variety of forms, as reflects the diversity of Linfield’s academic community, they should conform to the general guidelines below:

1. ELIGIBILITY

A faculty member who has given full-­‐time service or regular part-­‐time service to the college for six consecutive years shall be eligible for consideration for a sabbatical leave.

2. APPLICATION DEADLINE

A faculty member eligible for sabbatical applies in the fall semester of an academic year for a sabbatical leave for one or both semesters of the following academic year. Applications are due the first Monday of October.

3. PREPARING AND SUBMITTING A PROPOSAL

To assist in the development of the faculty proposals, an application checklist is available both in the appendix to the Faculty Handbook (Appendix G) and on the Academic Affairs website. Proposals should be sent to the Dean of Faculty, who will send them to the Faculty Development Subcommittee for review and recommendation.

A proposal that is incomplete, not prepared according to the guidelines described in

the application form, or not received by the above deadline will not be considered

by the Faculty Development Subcommittee.

4. CONDITIONS GOVERNING THE SABBATICAL

Faculty members are obligated to return to service at Linfield College for a minimum of one year following a sabbatical leave of any duration.

5. REVIEW PROCESS

A. A faculty member's proposal for a sabbatical leave will be reviewed and recommendations made to the dean of faculty by the Faculty Development Subcommittee.

B. The Faculty Development Subcommittee encourages faculty to seek feedback on their proposals from their divisional representatives to the subcommittee before submission of the final version of the proposal.

C. The Faculty Development Subcommittee will review the written proposals and forward its recommendations to the Dean of Faculty.

D. Any significant change in plans for the sabbatical period must be re-­‐submitted to the Faculty Development Subcommittee chair.

6. POST SABBATICAL REPORT

A. Within eight weeks of returning from a sabbatical leave, the faculty member must submit an evaluation of sabbatical activities to the Dean of Faculty. This report will be used in three ways:

 the report will be forwarded to the Faculty Development Subcommittee for use in determining future sabbatical requests,

 the report will become part of the faculty member’s personnel file, and

 the abstract of the report (see below) will be published in Linfield’s digital

repository for both Linfield community and broader community review.

The report should include the following components (2 pages, maximum):

1. A concise abstract of the results of the work. This one to two paragraph abstract will be published in the digital repository, forwarded to the Faculty

Development Committee, and included in the personnel file.

2. Answers to the following questions. These answers will be forwarded to the Faculty Development Subcommittee and included in the faculty member’s personnel file:

a. How well were the objectives of the project met?

b. What impact will this project have on an advancement of knowledge in a discipline or interdisciplinary area, the applicant’s professional development, the education of Linfield students, and/or the Linfield community?

c. Any additional comments, such as: How could this committee or the various Linfield College offices be of more assistance in implementing supported projects in the future?

**APPENDIX G: APPLICATION FOR SABBATICAL LEAVE CHECKLIST**

Applications are due the first Monday of October. Applications should be submitted to the Dean’s office as a single electronic file to sabbatical@linfield.edu.

**Please include the following components in the proposal:**

 I. A cover sheet that includes:

*Applicant Name*

*Academic Department*

*Project Title*

*Dates of intended sabbatical*

Clearly define whether the sabbatical is requested for a full year or for a semester (if a single semester, indicate for which semester)

*Abstract/Summary of proposal (150 words maximum)*

This abstract/summary should describe in non-­‐technical terms the rationale for the work, the goals of the project within the field, and the benefit of the work to the faculty member.

*Workload Plan*

A brief, written statement outlining the workload plan and a signature from the department chair (or the Dean if applicant is current chair), attesting that the department supports the sabbatical and can make necessary adjustments to allow for it.

 II. **A current complete *curriculum vitae***

 III**. Project Description** (2 pages maximum)

Please describe the proposed research. Include in the description:

☐ Sufficient background to justify the need for the project

☐ A description of the aims or purpose of the research or creative work

☐ A description of how the results of the work will be disseminated

 (this could include publications, conference presentations, exhibitions of creative work, seed money for applications to external granting agencies, etc.)

 IV. **Project Implementation** (1 page maximum)

Describe the manner in which goals will be accomplished. Please include a detailed timeline of project events.

 V. **List previous sabbaticals** (1 page maximum)

Include dates, project title, and summary of outcomes and benefits from these activities (You may include previous sabbatical reports to satisfy this section.)

 VI. **Applicant’s professional development description**

Briefly describe the role of this project in the applicant’s evolution as a professional during this time and how this project will contribute to that development (1 page maximum)

Use the checklist above to ensure the application is complete. Only complete applications will be considered.