

## APPLICATION FOR SABBATICAL LEAVE 2019-2020

Tenured faculty are eligible for a research leave with salary (full salary for one semester, half salary for two semesters). This leave is intended to provide an opportunity for faculty to concentrate time on their scholarly work.

Faculty Handbook Guidelines: "In or after his/her seventh year, each tenured faculty member is eligible to apply for an initial sabbatical leave. Following a sabbatical, an applicant must give at least six years of continuous service to the College before being eligible to apply for a subsequent sabbatical leave to be taken during the seventh year of continual service since the previous sabbatical. Any person who has taken a junior research leave and is subsequently tenured is eligible to apply for a sabbatical leave during the fourth year of tenure to be taken during the fifth year." (Handbook, Section Four, I.D.)

**Please upload this cover-sheet, along with all supporting documents to the Faculty Development Moodle page.**

Applications are due by: **12 p.m., Friday, October 25, 2019**

Name/Email/Ext.:

Rank:

Department:

Total Years Full-time Teaching at Spelman:

Semester(s) requested for leave:

Department Chair/Email/Ext.:

A. Have you previously taken a leave for scholarly activity while a full-time faculty member at Spelman? If yes, please provide a brief description and dates:

B. Required Materials:

1. **Summary of Research Leave Project.** Provide a summary (not to exceed **750 words**) of your plan of scholarly activities—for example, research, writing, publications, creative works—to be undertaken during your proposed leave. Indicate ways that your project will enhance the College's goals, for example, "globalizing learning and scholarship" or interdisciplinarity. Indicate length of requested leave and proposed dates.
2. **Prior Productivity and Explanation.** Briefly describe what you have already done that will support the successful completion of your research project. Indicate ways that your project will promote your scholarly goals as well as the College's goals, for example, "globalizing learning and scholarship" or interdisciplinarity. (not to exceed **250 words**).
3. **Abbreviated Curriculum Vitae.** Summarize relevant professional achievements, including, but not limited to publications, papers, exhibitions, performances, fellowships, grants, and awards; do not exceed **3 pages**.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_