

KENTUCKY WESELYAN COLLEGE
Sabbatical Application

Name:

Rank:

Division:

Date of Last Sabbatical:

Preferred time: ___ Fall ___ Spring ___ Both Terms

Type of Leave: ___ Research/Creative project ___ Further Studies ___ Prof. Experience

Other (please specify):

Central focus of the sabbatical: ___ Publication ___ Teaching Improvement ___ Academic degree
___ Development of a new area of expertise ___ Other (please specify)_____

Place(s) where the work is to be accomplished:

Project Narrative: A description of the project including:

- goals and objectives,
- methods/activities to be undertaken,
- outcomes anticipated,
- benefits to the applicant's professional development, to KWC students, to the program and the college (impacts on future teaching, research/creative activities),
- timetable of contemplated activities of the project (be sure to indicate whether the project will be completed at the conclusion of the sabbatical. If not complete, what portion will be completed), and
- how will the results of this project/activity be demonstrated?

Please list your regular course offerings for the term(s) you anticipate being on leave, and describe the arrangements that have been made (in consultation with the division chair) for them in your absence (add additional rows if you plan on a full-year sabbatical).

Course	Arrangements Made

Please describe arrangements that have been made for continuation of your undergraduate advising responsibilities.

Terms and Conditions

1. Leaves with pay (sabbatical leaves) are provided as an investment in a faculty member's future professional contributions to the College. Accordingly, a faculty member on sabbatical is required to return to active teaching duty for at least one year following completion of the sabbatical. Failure to do so may result in liability for reimbursement to the College for the salary and benefits paid by the College during the period of the leave.
2. A faculty member returning from sabbatical leave shall submit a written report of his/her research or other scholarly or creative accomplishments to the Vice President of Academic Affairs within three months of completing the leave. If the faculty member fails to submit a written report within the allotted time or if, after consultation with the division chair, the VPAA judges that the faculty member has made inadequate use of his/her sabbatical period, he/she may require the faculty member to refund all or part of the monies that he/she received from the College while on sabbatical leave.
3. No division may have more than ten percent of its faculty on sabbatical leave in any given semester (fall or spring). Any deviation from this policy may be made only under the most exceptional circumstances.

Sabbatical Application
Division Chair Recommendation

1. Applicant's name:
2. Does the applicant's request fit into program and/or division's overall plan for sabbatical leaves?
3. How will the applicant's project contribute to the program's and division's goals?
4. Comments and supporting information (please be specific as to your support).
5. How will the program and division effectively compensate for the applicant's absence? What impacts would there be on other programs outside of the division? What will be the estimated cost to the College? (full-time replacement, adjuncts, etc.)
6. Among the _____ faculty in this division who have applied for sabbaticals for the term under consideration, I would rank this application (numerical rank) as a _____.

Date _____

Signature _____

Division _____