

Application for Sabbatical Leave

Winthrop University awards sabbatical leave to qualified and eligible full-time instructional faculty members for the purpose of professional development. Awards are contingent upon budget availability, staffing, and approval by the Department Chair, Dean, Provost, and President.

Eligibility for sabbatical leave applies to full-time instructional faculty members who hold the rank of Associate Professor or Professor and who have completed not less than six years of full-time service and at least six years of full-time service since any previous sabbatical leave.

Applicants and Chairs: please consult the Policy and Procedures on Sabbaticals.

Link: [University policy concerning the granting of Sabbatical Leave](#)

CVPA and Institutional Timeline

CVPA Deadlines: Please note that internal deadlines are set to accommodate the process required to meet the university deadline. If a deadline falls on a Saturday or Sunday, the deadline will be the first business day after the stated deadline. The deadline for each step is 11:59pm on the date stated.

September 26

Faculty/ Chair Consultation

Faculty are encouraged to meet with their Chair in advance of September 26 to discuss sabbatical intentions and plans for feedback before formally applying.

October 6

Faculty Submits Completed Application to Chair

[Sabbatical Proposal Template](#)

The candidate will complete and submit the *Sabbatical Proposal Template* to their Chair by October 6. The application will be accompanied by a current CV, a prior sabbatical report (if applicable), and any pertinent information that supports the application.

October 17**Chair Submits Completed Support Form to Dean****[Sabbatical Proposal - Chair Support Form](#)**

Chairs submit the *Chair Support Form* to the Dean's Office, clearly demonstrating the merit and viability of the proposal, a detailed plan outlining how the applicant's teaching obligations will be covered during the sabbatical period, and a financial analysis/ cost of the sabbatical to the institution (course coverage, etc.).

October 31**Dean Submits Completed Support Form to Provost****[Sabbatical Proposal - Evaluation Form for Deans](#)**

If the application is approved by the department Chair and the Dean, the Dean submits a completed *Evaluation Form for Deans* to the Provost's Office. The Dean must clearly outline the associated budget, noting whether the sabbatical is dependent on institutional support and/or state how the costs will be covered by the respective college if applicable.

The Dean's Office forwards the application case and all supporting materials to the Chief Academic Officer before November 1.

November 15

The Chief Academic Officer shares all sabbatical applications with the Deans on Academic Leadership Council. Deans evaluate sabbatical applications from applicants who are not in their colleges and make recommendations to the Chief Academic Officer.

Upon receiving recommendations from the Deans, the Chief Academic Officer will forward recommendations for sabbatical leave to the President, copying the respective Dean and providing budgetary projections. The President will approve and recommend sabbatical leaves for the following academic year.

December 1

The Chief Academic Officer will notify Deans of the President's sabbatical recommendations by December 1. Deans will notify Chairs, and Chairs will make any adjustments to course offerings and budget plans.

