

Winthrop University
College of Visual and Performing Arts

Applications for Sabbatical Leave

University policy concerning the granting of Sabbatical Leave can be read here:
apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=248.

Please note that the CVPA deadlines below are earlier than the university deadline.

If you plan to apply for a sabbatical, review the Winthrop University policy including the eligibility and other requirements for sabbatical leave. There is only one deadline each academic year to submit.

For semester long sabbaticals to be taken the following academic year (Fall or Spring semester) or year-long sabbaticals to be taken the next full academic year:

- Faculty member should discuss with Department Chair and Dean of sabbatical intentions and plans for feedback before deciding to apply.
- **No later than October 1** – Faculty member notifies department chair, dean via email of intention to apply for sabbatical. Dean's office will create a case in Interfolio.
- **No later than October 15** – Faculty member submits application online via Interfolio.

Application should include:

- CV, required
- Sabbatical Application Letter/Statement of Purpose, required (brief description of how you will utilize the time the sabbatical provides)
- Abstract, required (a synopsis of the intent of the sabbatical; more detail than what is included in the statement of purpose, including how the results/outcomes will be disseminated; timeline, etc.)
- Additional Documents that support the sabbatical application, optional (letters of support; letters from publishers, galleries, theatres, etc.)

By November 1 – Department Chair submits a letter of support for the sabbatical application via Interfolio.

By November 15 – Provost's Council will review all applications and make recommendations to the Provost.