

*Office of the Provost*

**GUIDELINES FOR SABBATICAL LEAVE  
2024-2025 Applications**

Note: Law School and JST Sabbatical leaves use a separate system. Please see Section J at the end of the document for more information.

**A. PURPOSE**

The *Faculty Handbook* states, "A sabbatical leave is awarded for the intellectual and academic enrichment of the faculty member and for the benefit of the University through improved teaching and scholarship." (3.7.1). The complete text of Section 3.7.1 of the *Faculty Handbook* (on sabbatical leave) can be found online (<https://www.scu.edu/provost/faculty-affairs/faculty-handbook/ch3/#3.7.1>).

Projects *not* appropriate to a sabbatical application include:

1. Course preparation, even of new courses, or improvements to existing courses, even if significant, are a part of the general responsibility of a faculty member. For Teaching Professors in particular, projects related to curriculum development and/or pedagogy that require sustained work over a period of time and that contribute in a significant way to the department or the University may be appropriate to a sabbatical application.
2. The *Faculty Handbook* states, "A sabbatical leave will not be granted...for respite from usual duties at the University." On a related matter it states, "A leave of absence [rather than a sabbatical] is appropriate to satisfy exigencies of a personal nature" (3.7.1).
3. The *Faculty Handbook* states, "A sabbatical leave will not be granted for...the improvement of one's financial circumstances through remuneration for teaching, research, or any other employment outside the University" (3.7.1).

**B. ELIGIBILITY**

Eligibility requirements are described in 3.7.1.1 of the *Faculty Handbook* (see <https://www.scu.edu/provost/faculty-affairs/faculty-handbook/ch3/#3.7.1.1>) and are summarized below: To be eligible for a sabbatical leave, a faculty member must:

- Be eligible in terms of rank and service:
  - Tenure-stream faculty must have achieved tenure; although probationary, tenure-track faculty meeting the eligibility requirements may apply for a sabbatical leave to be taken during the year following their tenure decision with the leave contingent on being granted tenure.
  - Teaching Professors are eligible for a sabbatical leave after nine quarters of full-time service since initial appointment as Senior Lecturer or Teaching Professor.
- Have not been the recipient of a sabbatical within the prior three academic years;
- Have demonstrated that prior sabbaticals, if any, led to tangible achievements that provided benefit to the faculty member and the University;
- Have submitted a detailed proposal describing proposed sabbatical activities and all other required

information and materials as outlined below.

A faculty member is eligible for a one-quarter sabbatical at 100% pay with 9 quarters of full-time qualifying credit; a two-quarter sabbatical leave at 100% pay with 18 quarters of full-time credit; or a full-year (three-quarter) sabbatical leave at 100% pay with 27 quarters of qualifying credit. A faculty member may also opt for a full-year (three-quarter) sabbatical leave at 67% pay with 18 quarters of full-time qualifying service. There is no reduced-pay option for a one or two quarter sabbatical; you must have the number of credits specified above. Faculty must have accumulated the required sabbatical credits prior to the beginning of the proposed leave (not at the time of proposal).

A table illustrating sabbatical leave options given accumulated credits of qualifying service can be found at:

<https://www.scu.edu/media/offices/provost/faculty-affairs/compensation-support/jfdl-sabbatical/Sabbatical-Leave-Options.pdf>

### C. APPLICATION AND REVIEW PROCEDURES

Faculty intending to take a sabbatical should consult in advance with their department chair about the impact of the anticipated timing of their sabbatical on their department.. The *Faculty Handbook* specifies that “*sabbatical leaves should be taken during a single academic year and will ordinarily not be awarded more frequently than every three years*” (3.7.1.1). Exceptions may be permitted in special cases with the approval of the chair, dean, and Provost; the candidate must present a strong rationale for the exception in the proposal and show that the arrangement would not place undue burdens on students and colleagues.

Application and review deadlines vary slightly from year to year.

**For 2023-2024 they are as follows:**

1. By **October 4, 2024**, faculty submit sabbatical applications via [this Qualtrics link](#). The following application materials are required. *Faculty will be notified if their application is incomplete.*
  - a) Project Description including all items listed in Section D below.
  - b) Current *curriculum vitae* going back 5 years
  - c) Report from previous sabbatical leave (if any)
  - d) All additional information prompted on the link

Department Chairs, in addition to evaluating the proposal and overall application, must approve the timing of sabbatical leaves. The Dean’s Office must also approve the timing of the leave, and the faculty member may be asked to adjust their preferred timing based on the Chair and Dean’s feedback.

To submit a revised application that adjusts the timing of an already-submitted sabbatical application, faculty should submit the [Sabbatical Change Request Form](#). Questions regarding sabbatical changes should be directed to Eric Tillman (etillman@scu.edu).

2. By **October 21, 2024**, Chairs should review the quality of the application, discuss any staffing concerns with the dean’s office, and then complete their review via a Qualtrics link. Chairs who are themselves applying for a sabbatical leave should ask a senior colleague in their

department to evaluate and make a recommendation of acceptance or rejection of the application.

3. By **November 5, 2024**, the Dean should reply to the “Take Action” email with their recommendation for acceptance or rejection. A lengthy evaluation is not needed when recommending approval. However, if the application is rejected, the dean should articulate the reasons why.
4. By **November 8, 2024**, the materials become available to the ad hoc Sabbatical Review Committee.
5. By November 15, 2024, all applications reviewed by the JST Committee are sent to the Provost’s Office. See additional details pertaining to the JST sabbatical application process in the “Exceptions to the Santa Clara University Handbook: Jesuit School of Theology,” section VI.A (found at the conclusion of the Faculty Handbook, <https://www.scu.edu/provost/faculty-affairs/faculty-handbook/appendices/jst-exceptions/#VI.A>).
6. By **December 6, 2024**, the Sabbatical Review Committee makes recommendations to the Provost’s Office.
7. By December **13, 2024**, the Provost’s Office notifies applicants of the decision via email.

#### **D. APPLICATION FORMAT**

Please be precise in compiling the sabbatical applications. The entire application should not exceed six (6) single-spaced pages and should include each of the following:

Collected via a Qualtrics cover sheet:

1. Faculty member’s rank and title at the time of the sabbatical (Associate Professor, etc....). If the faculty member is currently going up for promotion, please put the title that will take effect assuming a successful promotion.
2. If prior sabbatical(s) have been taken, please list or describe tangible achievements that provided benefit to the faculty member and the University. These can include publications or outcomes that have come since the previous sabbatical, indicating productivity owing in part to a productive sabbatical leave.
3. Collected as part of the uploaded Proposal, which is limited to no more than 6 pages. All sections must be present for the Sabbatical Application to be approved:
  - a. **Sabbatical Project Title**
  - b. **Abstract or Executive Summary.** Describe the project in three or four sentences. *Include the specific quarters or semesters requested for the sabbatical leave.*
  - c. **Description of sabbatical project.** This is the main component of the application. Describe the project in terminology accessible to non-specialists. Explain why the project is important. As appropriate to your discipline, describe the problem to be addressed and the methods to be used. Place the project within the context of the existing scholarship in the area by citing the relevant literature and including a short list of references. Specify the expected contribution of your project to the existing body of scholarship. If appropriate, provide the names of the cooperating or collaborating parties and institutions,

as well as any details concerning use of office space or facilities. If the project includes aspects potentially leading to curricular or pedagogical enhancements, the importance of the work as well as expected outcomes should be clearly stated.

- d. **Dissemination plans.** Indicate as specifically as possible how the results of the project will be disseminated. For example, in the case of an article or book, indicate the journal or press to which a manuscript will potentially be submitted; the conference(s) the work may be presented; or, in the case of a work of art, indicate the likelihood of performance, recording or exhibition, specifying likely venues.
- e. **Timetable and feasibility.** Establish, to the extent possible, the feasibility of accomplishing the project; provide a timetable, *including the quarters or semesters of the requested sabbatical leave, for completing the various stages of the work.* The scope of your project should be consistent with the length of the sabbatical.
- f. **Anticipated benefits** for the University, the applicant's profession, and the applicant's own future teaching and scholarship. Indicate specifically how the sabbatical will bring intellectual and academic enrichment to you, the University, and your discipline or profession.

***Note again: Incomplete proposals will not be reviewed. Please ensure that all required application materials are included.***

## **E. EVALUATION CRITERIA**

Applications will be carefully evaluated at every level of review. There are three categories of evaluation criteria:

1. Administrative Criteria
  - a) Amount of accrued time toward sabbatical
  - b) Impact of absence on department and college or school
2. Performance Criteria
  - a) Overall performance record of applicant
  - b) Outcomes of previous sabbatical
3. Project Criteria
  - a) Quality of proposal presentation
  - b) Significance of proposed project
  - c) Feasibility of proposed project
  - d) Benefits to applicant, University and discipline or profession.

## **F. OBLIGATIONS OF SABBATICAL RECIPIENTS**

Sabbatical leaves entail several obligations:

1. While some latitude is reasonable, faculty are expected to conduct their sabbaticals in a way that is generally consistent with their proposals.

2. Within 90 days of completing a sabbatical leave, faculty must submit a report on the sabbatical (*Faculty Handbook* 3.7.1.4). This may be done in your Interfolio account (Faculty180 > Activities > Sabbatical Reports).

## **G. CHANGES TO APPROVED SABBATICAL PLANS**

Faculty may request to cancel or change the timing of an approved sabbatical leave to meet significant unanticipated personal, scholarly, or programmatic needs. Any proposed change should be discussed with the department chair and dean at the earliest possible date. The change should be requested via the [Sabbatical Change Request Form](#) on the sabbatical leave page. The chair and dean should then send their recommendations to the Associate Provost for Research and the Administrative Associate for Research. The Provost will review requests. If the sabbatical change is approved, you will be sent an updated letter reflecting the new timeline. If the request is not approved, you will be notified via email (*Faculty Handbook* 3.7.1.3).

### **School of Law and JST faculty:**

Law School Sabbatical Leaves are covered in a separate document entitled “School of Law Faculty Sabbatical Leave Guidelines.”

JST Sabbatical Leaves are covered in a separate section of the Faculty Handbook. For JST faculty applying for sabbaticals, please follow all directives listed in “Exceptions to the Santa Clara University Handbook: Jesuit School of Theology,” section VI.A (found at the conclusion of the Faculty Handbook, <https://www.scu.edu/provost/faculty-affairs/faculty-handbook/appendices/jst-exceptions/#VI.A>).