

## MSUAASF SABBATICAL GUIDELINES AND LEAVE REQUEST

*(Terms subject to ratification or changes to the current collective bargaining agreement. \*The purpose of this document is to provide an overview of sabbatical leave that is available to eligible employees. This document is not all inclusive and not to be construed as eligibility for sabbatical leave. For further details see the CBA.*

**Application Deadline: Completed applications with all required signatures are due in the Office for Human Resources no later than first business day of January, April, July or September for consideration of sabbatical for the next quarter at the earliest.**

For specific deadlines and forms, visit the Human resources website at:

<https://www.stcloudstate.edu/humanresources/policies/default.aspx>

**I. PURPOSE and CRITERIA:**

*The purpose of a sabbatical leave is to enhance professional development or other endeavors that will enhance the ASF member's contribution to the university. (\*See current CBA for details.)*

**II. Award Duration:**

*(\*See current CBA for details)*

**III. Award Conditions: (\*See current CBA for further details.)**

- A. The ASF Member's application for sabbatical leave shall include a written plan consistent with the purposes outlined in the current CBA.
- B. The ASF member shall agree to return to the university for at least one (1) year of service after the conclusion of the sabbatical. In the event the ASF member fails to follow the intent of his/her plan or to return to the university for one (1) year of service after the conclusion of the sabbatical the faculty member shall refund to the university such funds awarded during that sabbatical period.
- C. Within thirty (30) days of return from a sabbatical, the ASF Member must submit a written report to the appropriate supervisor indicating what he/she accomplished on the sabbatical and how the accomplishment related to the written plan.

**IV. Applicant Criteria: (\*See current CBA for details)**

- A. At least 6 consecutive years of service at the university of at least half (.5) time for at least nine (9) months within each appointment year.
- B. At least 6 consecutive years since conclusion of previous sabbatical leave.

**V. Preparing the Narrative:**

- A. Include your name and page number in the header of each page, including any appendices.
- B. Limit body of application to five double-spaced pages.
- C. Address explicitly all of the following in the order outlined below.

1. **Project Overview.** Give a brief overview of the proposed project.
2. **Project Need.** How does the sabbatical project meet the ASF member's professional development needs and enhance contribution to the university?
3. **Project Goals.** What specific goals does the project have?
4. **Project Strategy.** How is the ASF member planning to approach the project? How does the approach reflect appropriate professional practices for scholarship, professional endeavors, or professional service?
5. **Project Outcomes and Benefit to the Applicant, Department, and University.** What specifically will be the final product(s) or outcome(s) of the projects? How will the final outcome(s) benefit the applicant, department, and university?
6. **Contingency Plan.** If sabbatical plan is contingent on acceptance by an organization or program (e.g., Semester at Sea, Fulbright Scholar, etc.), include an acceptable alternative sabbatical plan in case the original plan does not materialize.
7. **External Funding, SCSU Resources, another Institution, or Grant Support.**  
*The request for the following information in no way implies that external funding, extra SCSU resources, or support from other institutions are required for a sabbatical leave.*

If you do need any of the following, please indicate clearly how it will affect your proposal.

- a. **External Funding.** If the sabbatical project will be supported by external funds or grants, identify any outside source(s) of funding and indicate if the sabbatical project is contingent on such funds.
- b. **Request for SCSU Resources.** ASF members on sabbatical leave retain access to their office, computer and file/web space, phone, email, library resources, and Professional Development funds. If the sabbatical project requests any *additional* resources from SCSU, what are those requests? Indicate if the sabbatical project is contingent on such resources.
- c. **Sabbatical Leave at another Institution or Organization.** If the ASF member will be working at another institution or organization during the sabbatical, document proof of the institution or organization commitment. Address the following issues as appropriate in separate appendices.
  1. **Statement of Intent.** Attach a statement of intent from the host or supporting institution or organization documenting support for the project, including resource commitment.
  2. **Project Approval.** Document proof that the host has received and approved the project proposal.
  3. **Information about Host Institution or Organization.** Provide information about the host or supporting institution or organization, including information regarding individuals who would participate in the project.

**VI. Review process: (TBD- needs more detail)**

Human Resources will coordinate the sabbaticals that have been submitted through the process of approval or denial. The applicant shall submit their sabbatical proposal to their immediate supervisor. The requested sabbatical shall go through the approval process based on the department and the division in which the applicant report to. Signatures are required for the applicable positions within the department/division. Only the University President can grant a sabbatical.

**VII. Hints for Preparing a Successful Sabbatical Application:**

1. Number of years of service: Count your number of service years by adding one year to the current service years on the Seniority Roster.
2. The ASF member must be able to articulate and to conceptualize to administration the value of the proposed work.

**VIII. Notification of application approval or denial:**

Shall be submitted in writing to the applicant and cc'd to the ASF campus association president by the beginning of spring semester of the academic year in which the request has been submitted.

**Applicant's Name:**

**ST. CLOUD STATE UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE (MSUAASF)**

**Name:**

**Department/Unit:**

**College/School:**

**First semester and year at SCSU:**

**Dates of previous sabbatical leaves:**

**Length of sabbatical requested:**

- Four months at full base salary
- Up to 12 months at 2/3<sup>rd</sup> of base salary

**Applying category:** *(Please check seniority roster. Add one year to include current year if current assignment is full time; appropriate percentage FTE if part time)*

**Applicant Criteria**

- a)  Completed 6 consecutive years of service at least half time in each nine months appointment  
year: # of years
- b)  6 years or more since conclusion of previous sabbatical leave: # of years

**Project Summary** (Describe the sabbatical project being proposed in 3-5 sentences)

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**OFFICE USE ONLY**

The above information is verified by

Human Resources office: \_\_\_\_\_ (initials) \_\_\_\_\_ (date)

Provost's Office: \_\_\_\_\_ (initials) \_\_\_\_\_ (date)

1. **Project Overview.** What, generally, is the sabbatical project being proposed?
  
2. **Project Need.** How does the sabbatical project benefit the MSUAASF member, department of university?
  
3. **Project Goals.**  
What specific goals does the project have?
  
4. **Project Strategy.** How is the MSUAASF member planning to approach the project? How does the approach reflect appropriate professional practices for scholarship, research, creative work, professional study, professional endeavors, or professional service?
  
5. **Project Outcomes and Benefit to the Applicant, Department, and University.** What specifically will be the final product(s) or outcome(s) of the projects? How will the final outcomes benefit the applicant, department, and university?
  
6. **Contingency Plan.** If sabbatical plan is contingent on acceptance by an organization or program (Semester at Sea, Fulbright Scholar, etc.), include an acceptable alternative sabbatical plan in case the original plan does not materialize.
  
7. **External Funding.** If the sabbatical project will be supported by external funds or grants, identify any outside sources of funding and indicate if the sabbatical project is contingent on such funds.
  
8. **Request for SCSU Resources.** If the sabbatical project requires any *additional* resources (other than office, computer and file/web space, phone, email, library resources, and Professional Development funds) from SCSU, what are those requests? Indicate if the sabbatical project is contingent on such resources.
  
9. **Sabbatical Leave at another Institution.** Will the MSUAASF member be at another institution during sabbatical? Has that institution committed to supporting the sabbatical project? Address the following issues as appropriate in separate appendices.
  - a. **Statement of Intent.** Attach a statement of intent from the host or supporting institution documenting support for the project, including resource commitment.
  
  - b. **Project Approval.** Document proof that the host has received and approved the project proposal.
  
  - c. **Information about Host Institution.** Provide information about the host or supporting institution, including such information as the unit and individuals who would participate in the project.

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**SABBATICAL LEAVE APPLICATION FORM – SIGNATURE FORM**

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The applicant is responsible for collecting the first three signatures listed below prior to submission.

1. Requestor's immediate supervisor:  Recommend  Do not recommend

Comments:

Date: \_\_\_\_\_ Chairperson

2. Department Dean:  Recommend  Do not recommend

Comments:

Date: \_\_\_\_\_ Dean signature

Department of \_\_\_\_\_

3. VP of area:  Recommend  Do not recommend

Comments:

Date: \_\_\_\_\_ VP signature

Academic Unit \_\_\_\_\_

**DO NOT COLLECT THE FOLLOWING TWO SIGNATURES PRIOR TO SUBMISSION:**

4. CHRO:  Recommend  Do not recommend

Comments:

Date: \_\_\_\_\_ CHRO

5. President:  Approved  Not approved

Comments:

Date: \_\_\_\_\_ President

**SABBATICAL APPLICATION EVALUATION FORM**

If the answer is “no” to any of the following questions, there will be no evaluation of the proposal’s quality, and the application will be returned to the applicant.

Is the application complete?  Yes  No

Have all the signatures been obtained?  Yes  No

**Application Evaluation:**

	<u>Low</u>					<u>High</u>	
1. Overview	0	1	2	3	4	5	
2. Need	0	1	2	3	4	5	
3. Goals	0	1	2	3	4	5	
4. Strategy	0	1	2	3	4	5	
5. Outcomes & Benefits to the Applicant, Department & University	0	1	2	3	4	5	
6. Application follows the guidelines, including formatting, name, page numbers, etc.	0	1	2	3	4	5	

Total Points: \_\_\_\_\_ / 30

The proposal must earn an aggregated average score of 18 points (60%) for consideration of final recommendation that sabbatical leave be granted and for the proposal to be ranked with other recommended proposals.

**Comments**