**Applicationfor**

**Sabbatical  
 (**In-Unit Faculty**)**

**Due date for applications: 5:00 pm, Monday, October 21, 2024**

**Sabbatical Introduction**

The purpose of a Sabbatical is to increase a faculty member’s value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value. A Sabbatical is not a reward for service.

Subject to conditions set forth in the UWF-UFF Collective Bargaining Agreement, the University will make available at least one Sabbatical at full pay for one semester for each 40 eligible faculty members, and a Sabbatical for two semesters at half-pay for each eligible faculty member whose application has been reviewed by the University. Per CBA 24.1.b.3, the University will make available at least one Sabbatical at two-thirds pay for two semesters for each 40 eligible faculty members.

**Eligibility Requirements**

Full-time, tenured faculty members with a minimum rank of Assistant Professor or equivalent who are included as unit faculty and who have at least six years of full-time service, shall be eligible for Sabbaticals if the terms of a contract or grant through which such an employee may be compensated allow for such Sabbaticals. (A person who has had a Sabbatical or faculty service and development award may be considered for a subsequent award after six years has elapsed since the previous award).

Contract and grant employees in this category who wish to apply for Sabbaticals must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for Sabbatical.

**Application Process & Submission Deadline**

Eligible faculty interested in applying for a Sabbatical, to be taken during the **2025-2026** Academic Year, must submit a complete application to the Office of the Provost, via the department Chairperson & Dean, no later than **5:00 pm, Monday**, **October 21, 2024**, for consideration by the Growth and Development Committee. Final application packets, including all required signatures, should be emailed to [academicaffairs@uwf.edu](mailto:academicaffairs@uwf.edu) by the application deadline.

**Application Requirements**

Each application must include the following information, using the forms provided on subsequent pages:

1. **Completed Cover Sheet**

A completed cover sheet to record concisely the applicant’s name, rank, college, department, date of faculty appointment, dates of any previous Sabbatical or Faculty Service and Development Awards, and dates of any release from teaching duties for purposes of research and other scholarly activities within the last six years.

This form must be signed by the applicant, department chair/director, and dean.

1. **Supplementary Statements**

Statements regarding any anticipated supplementary income and agreement to comply with the conditions of the Sabbatical program.

1. **Application Narrative Statement**

Narratives should be double-spaced and should not exceed four double-spaced, typed pages. The narrative should include the following:

1. Provide details, description, and a list of the proposed program(s) and activities to be performed while on Sabbatical.
2. Describe the expected increase in benefit and value to the faculty member’s academic discipline.
3. Describe the expected increase in benefit and value to the University.
4. Description of the specific results, and timeline, of the proposed activities.

Prior to application submission, please be sure all application requirements are complete.   
*Failure to do so may result in applications being returned or disqualified from consideration.*

* Ensure the Cover Sheet is complete, including all signatures. Obtaining signatures using DocuSign is acceptable.
* Supplementary statements with anticipated income must include a description of that income. The statement accepting the terms of the program must also be signed.
* The Narrative must be double-spaced.
* The Narrative must not exceed 4 typed pages.
* **Completed applications must be submitted by the deadline. Applications submitted late will not be accepted**.

**Application Review**

The Growth & Development Committee shall submit a ranked list of recommended applicants. In ranking the applicants, the Growth and Development Committee will consider the following:

* Benefits of the proposed program to the faculty member, the University, and the profession;
* Equitable distribution of Sabbaticals among colleges, divisions, departments and disciplines within the University;
* Length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities; and
* Length of service since previous Sabbatical or initial appointment.

**Length of Award/Salary Benefits**

Sabbaticals may be granted for either:

* Two semesters at half pay (i.e., one academic year)
* Two semesters at two-thirds pay (i.e., one academic year)
* One semester at full pay

**Sabbatical Reporting**

Within 30 days of return from the Sabbatical, the faculty member must provide a concise written report of their accomplishments during the Sabbatical to the Provost. This report should include information regarding the activities undertaken during the Sabbatical, the results accomplished during the Sabbatical as they affect the faculty member and the University, and the research or other scholarly work produced or expected to be produced as a result of the Sabbatical.

**Cover Sheet for   
Sabbatical Application**

**Academic Year 2025-2026**

|  |  |
| --- | --- |
| **Name:** |  |
|  |  |
| **Rank:** |  |
|  |  |
| **College/SOE:** |  |
|  |  |
| **Department/Unit:** |  |
|  |  |
| **Date of Faculty Appointment:** |  |

|  |
| --- |
| **Select which Sabbatical semester(s) you are applying for**:  Two Semesters\* (Academic Year):  Fall 2025 and Spring 2026  One Semester at Full Salary:  Fall 2025  Spring 2026  *\*Faculty applying for a two-semester Sabbatical will automatically be considered for 2/3 pay.  If 2/3 pay is not awarded, the Sabbatical will be granted at 1/2 pay.* |

|  |
| --- |
| **Dates of all previously awarded Sabbaticals or Faculty Service & Development Awards:** |
|  |
|  |
| **Dates of release from teaching duties for purposes of research and other scholarly activities within the last six years:** |
|  |

**Applicant Signature:**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair/Director Acknowledgment:**

Chair/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean Acknowledgment:**

Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supplementary Statements for  
Sabbatical Application  
Academic Year 2025-2026**

**I. Statement regarding any anticipated supplementary income.** (Select One)

There is no anticipated supplementary income.

Anticipated supplementary income is described below. (Insert Description)

**II. Statement of agreement to the terms of the Sabbatical program.**

In submitting this application for Sabbatical leave, I agree to comply with the conditions of the Sabbatical program, as described in section 24.1 (e) of the Collective Bargaining Agreement.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Narrative Statement for**

**Sabbatical Application  
Academic Year 2025-2026**

*The narrative statement must be double-spaced and must not exceed 4 pages.*

**A. Description of proposed programs and activities.**

*Please provide a list of each proposed program and/or activity with details for each.*

**B. Description of increase in benefit and value to the faculty member’s academic discipline.**

**C. Description of increase in benefit and value to the university.**

**D. Description of anticipated results of proposed activities.**

*For each item listed above (program/activity), what are the specific results you anticipate? What is your timeline for each one?*