

Sabbatical Leave Request and Recommendation Form

BOR/SUOAF-AFSCME Contract | Article 24.8

Submit to Supervisor
by October 1
Application Deadline

A. Applicant Information

Name _____

Department / Office _____

Position / Title _____

Email Address _____

Supervisor _____

Years of SUOAF Service at SCSU _____ Years of Full-Time Service at SCSU _____

Date of Last Sabbatical (if applicable) _____

B. Sabbatical Type and Proposed Dates

Select the sabbatical type you are planning to pursue:

Type	Duration / Compensation
<input type="checkbox"/> Short-Term	2–8 weeks Full pay
<input type="checkbox"/> Mid-Term	9–26 weeks Full pay
<input type="checkbox"/> Long-Term	27–52 weeks Half pay

Proposed Start Date _____ Proposed End Date _____

Eligibility Note: Candidates must have completed at least six years of full-time SUOAF service since initial appointment or any previous SCSU sabbatical. Candidates may apply in their sixth year; however, only members with continuing appointment may take sabbatical leave.

C. Sabbatical Project Proposal

Complete all sections below. Each section corresponds directly to the evaluation rubric. The weight shown reflects its share of the total score.

I. Project Overview

Title of Project _____

B. Brief Summary

Provide a concise overview of the project and its significance. (100–200 words)

II. Project Merit and Alignment

25% of Total Score

A. Statement of Purpose and Objectives

Clearly state your project's purpose and specific objectives.

B. Alignment with University Mission

Explain how this project aligns with SCSU's R2 mission and current strategic goals.

C. Scholarly and Professional Merit

Describe the scholarly or professional merit and originality of the project. How does it contribute to your field? Ground your response in relevant literature, research, or professional frameworks — include citations as appropriate.

III. Institutional Benefit

25% of Total Score

A. Operational Enhancement

How will this project enhance administrative processes or services at the university?

B. Knowledge Transfer Plan

Provide a detailed plan for sharing knowledge gained during the sabbatical across the institution.

C. Lasting Impact

Describe expected long-term institutional benefits with specific, measurable outcomes.

IV. Feasibility and Planning

20% of Total Score

A. Project Timeline

Provide a detailed project timeline with milestones and deliverables.

B. Impact on Operations

Describe the potential impact on departmental operations during your absence. Your supervisor and VP will develop the formal coverage plan, but your insight on anticipated impacts is valuable.

C. Resource Requirements

Detail budget and resource requirements with justification.

V. Applicant Readiness

15% of Total Score

A. Scholarly Foundation and Preparation

Describe your existing knowledge, preliminary work, and engagement with relevant literature or research. Applications should demonstrate awareness of the scholarly or professional field your project engages. Include citations to relevant literature, professional reports, or institutional research.

B. Professional Track Record

Summarize recent performance achievements and professional contributions relevant to this project.

C. Clarity of Purpose

Explain how this sabbatical advances your professional goals and career trajectory.

VI. Special Considerations

15% of Total Score

A. Timing and Opportunity

Provide justification for the specific timing of this sabbatical. If you are applying via the Exception Request process rather than the standard October 1 annual deadline, explain the circumstances that necessitated that pathway.

B. Innovation and Distinction

Describe innovative or distinctive elements of your project that set it apart.

C. External Visibility

Discuss potential for external visibility or recognition — for example, publications, presentations, partnerships, or grants.

VII. Expected Outcomes

A. Specific Deliverables

List the specific deliverables and products expected from this sabbatical.

B. Relationship to Previous Work

If applicable, describe the relationship of this project to any previous sabbatical projects.

D. Applicant Acknowledgment and Signature

I affirm that all information provided in this application is accurate and complete. I understand and agree to the conditions outlined in the BOR/SUOAF-AFSCME Contract Article 24.8 and SCSU Administrative Faculty Sabbatical procedures, including the requirement to present my sabbatical project to the Administrative Faculty Senate and/or campus community upon my return.

Applicant Signature _____

Date _____

E. Approval Process

The application proceeds through four sequential levels of review. Each reviewer has ten calendar days. When required, a written explanation must be provided to the applicant if approval is not recommended. The applicant retains the right to have the application proceed to the next level regardless of a prior recommendation.

Supervisor

Recommend:

Yes

No

*

Signature

Date

* If not recommending approval, a written explanation must be provided to the applicant.

