

Intent to Apply for Administrative Faculty Sabbatical Leave

BOR/SUOAF-AFSCME Contract Article 24.8

Important: Please submit to the Sabbatical Leave Committee 45 days prior to the application deadline

Application Deadlines Reference

Quarterly Cycle (Short-Term and Mid-Term Sabbaticals)

Sabbatical Application Cycle	Intent to Apply Due	Full Application Due
Winter Cycle	November 17	January 1
Spring Cycle	February 15	April 1
Summer Cycle	May 17	July 1
Fall Cycle	August 17	October 1

Annual Priority Deadline (Long-Term Sabbaticals)

Application Type	Intent to Apply Due	Full Application Due	For Sabbaticals Beginning
Long-Term Priority	August 17	October 1	July 1st or later (following fiscal year)

Long-term sabbaticals may also be submitted during quarterly cycles but will compete for remaining funds after annual priority applications are reviewed.

Applicant Information

Name * _____ Date * _____

Department * _____

Position/Title * _____

Email * _____ Phone _____

Supervising Administrator * _____

Years of Full-Time Service at SCSU _____ Dates of Last Sabbatical (if applicable) _____

Preliminary Sabbatical Information**Anticipated Type of Sabbatical**

- ☐ **Short-Term (2-8 weeks)** - Quarterly cycle only
- ☐ **Mid-Term (9-26 weeks)** - Quarterly cycle only
- ☐ **Long-Term (27-52 weeks)** - Select application pathway below

Long-Term Sabbatical Application Pathway

Complete only if selecting Long-Term above

- ☐ **Annual Priority Deadline (October 1st)** - Recommended for sabbaticals beginning July 1st or later
- ☐ **Quarterly Cycle** - Competes for remaining funds after priority applications

Application Cycle Selection

Select one based on sabbatical type and pathway

For Short-Term and Mid-Term Sabbaticals:

- ☐ Winter Cycle (January 1 deadline)
- ☐ Spring Cycle (April 1 deadline)
- ☐ Summer Cycle (July 1 deadline)
- ☐ Fall Cycle (October 1 deadline)

For Long-Term Sabbaticals:

- ☐ **Annual Priority (October 1 deadline)**

Long-Term Quarterly Option:

- ☐ Winter Cycle (January 1 deadline)
- ☐ Spring Cycle (April 1 deadline)
- ☐ Summer Cycle (July 1 deadline)
- ☐ Fall Cycle (October 1 deadline)

Tentative Sabbatical Timeline

Preferred Start Date

Preferred End Date

Preliminary Project Information**Working Title of Project *****Brief Project Description (200-300 words) ****Provide a general overview of your sabbatical project idea, including its purpose and main activities.***Primary Focus Area(s)***Check all that apply*

- | | |
|---|---|
| <input type="checkbox"/> Professional Development/Training | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Administrative Process Improvement | <input type="checkbox"/> External Partnership Development |
| <input type="checkbox"/> Scholarly Research | <input type="checkbox"/> Other: _____ |

Preliminary Alignment with University Priorities*Briefly describe how your project aligns with the university's R2 mission and strategic goals.***Anticipated Institutional Benefits***Briefly describe how your project might benefit the university.*

Support Needs Assessment

Areas where you anticipate needing guidance

Check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Refining project scope | <input type="checkbox"/> Identifying alignment with institutional priorities |
| <input type="checkbox"/> Developing timeline and milestones | <input type="checkbox"/> Developing knowledge transfer strategies |
| <input type="checkbox"/> Understanding application pathway options (for long-term sabbaticals) | <input type="checkbox"/> Understanding funding allocation and competition |
| <input type="checkbox"/> Budget development and resource planning | <input type="checkbox"/> Other: _____ |

Specific questions for the committee

Consultation Request

Would you like to schedule a consultation with the committee prior to submitting your full application?

- ☐ Yes
- ☐ No

Preferred consultation format:

- ☐ In-person meeting
- ☐ Virtual meeting
- ☐ Written feedback only

Committee Notifications

I understand that upon submission of this Intent to Apply form, the Sabbatical Leave Committee will notify:

- ☒ My supervisor
- ☒ My division's Vice President
- ☒ Human Resources Department

These notifications help initiate early planning discussions regarding operational coverage and resource requirements. The committee will provide a process overview and specialized guides designed specifically for supervisors and vice presidents to help them understand the sabbatical process and effectively evaluate your application.

Additional information to include when notifying my supervisor and VP:

Acknowledgment

I understand and acknowledge the following:

- This Intent to Apply form is required as part of the sabbatical application process
- I must still submit a complete Sabbatical Leave Request Form by the appropriate application deadline to be considered for sabbatical leave
- **Sabbatical funding allocation:**
 - 40% of the annual budget is reserved for long-term sabbaticals through the October 1st priority deadline
 - 60% of the annual budget is allocated quarterly for short-term, mid-term, and remaining long-term sabbaticals
 - Long-term sabbaticals using quarterly cycles compete for remaining funds after priority applications are reviewed
- Submission of this form authorizes the Sabbatical Leave Committee to reach out to me with guidance, resources, and support related to developing my sabbatical application
- Deadlines and timelines may be modified by the Administrative Faculty Senate President
- My application may proceed through the review process even without recommendation at a prior level
- If my application receives a negative recommendation at any level, I am encouraged to work with those reviewers to address concerns

Signature _____

Date _____

For Committee Use Only

Date Received: _____

Initial Assessment

- ☐ Project concept appears well-aligned with sabbatical objectives
- ☐ Project concept requires refinement in certain areas
- ☐ Project concept may need significant redirection

Committee Contact Person: _____

Initial Feedback Provided

- ☐ Via email
- ☐ Via consultation
- ☐ Via written feedback

Notifications Sent

- ☐ Supervisor notification sent
- ☐ Vice President notification sent
- ☐ Human Resources notification sent

Additional Notifications

- ☐ Applicant added to sabbatical planning workshop/orientation
- ☐ Human Resources has verified employee eligibility

Follow-up Actions:

Committee Chair Signature _____

Date _____