

Sabbatical Leave Process Overview

Southern Connecticut State University Administrative Faculty

Purpose of Sabbatical Leave

Sabbatical leaves are granted to benefit both the individual faculty member and Southern Connecticut State University. These leaves provide administrative faculty with opportunities for professional growth while advancing the university's mission and strategic priorities.

✓ Professional growth and development

✓ Scholarly and creative endeavors

✓ Enhanced professional competence

✓ Administrative process improvement

✓ Innovation and strategic advancement

Important: All sabbatical projects must demonstrate clear alignment with the university's R2 mission and strategic priorities while offering tangible benefits to both the individual and the institution.

Eligibility

✓ Completion of six (6) years of full-time service at SCSU

✓ Faculty members may apply during their sixth year of service

✓ After a sabbatical, eligibility is re-established after six (6) additional years of full-time service

✓ Only members with continuing appointment may take sabbatical leave

✓ Time period waivers may be granted at the President's discretion

Types of Sabbatical Leave

SCSU offers three categories of sabbatical leave to accommodate different project scopes:

Type	Duration	Compensation	Advance Notice Required	Application Process
Short-Term	2-8 weeks	Full pay	3 months	Quarterly cycle
Mid-Term	2-6 months	Full pay	6 months	Quarterly cycle
Long-Term	6-12 months	Half pay	9 months	Annual priority deadline*

***Long-term sabbaticals** have an application priority deadline of October 1st for sabbaticals beginning July 1st or later of the following fiscal year.

Note: Full pay is provided for leaves up to one-half year; half pay for leaves greater than one-half year but less than or equal to one full year.

Application Process Overview

1

Intent to Apply (Required)

- ✓ Submit Intent to Apply form 45 days before application deadline
- ✓ Receive early guidance and support from the Sabbatical Leave Committee
- ✓ Begin preliminary discussions about potential operational impacts

2

Application Development

- ✓ Consider university priorities and strategic goals
- ✓ Develop comprehensive project plan aligned with evaluation criteria
- ✓ Identify measurable outcomes and knowledge transfer strategies
- ✓ Provide insights on potential operational impacts (note: coverage planning is the responsibility of supervisors and VPs)

3

Application Submission

- ✓ Submit complete application by quarterly deadline or annual priority deadline
- ✓ Include all supporting documentation
- ✓ Self-assess proposal against evaluation criteria

4

Review Process

- ✓ Department Head review and recommendation (10 days)
- ✓ Vice President review and recommendation (10 days)
- ✓ Sabbatical Leave Committee review and recommendation (10 days)
- ✓ President's review and final decision

5

Project Implementation

- ✓ Upon approval, finalize preparations for sabbatical
- ✓ Implement project according to approved timeline
- ✓ Maintain appropriate documentation of activities

6

Return and Knowledge Transfer

- ✓ Return to regular duties following sabbatical completion
- ✓ Present sabbatical project results to the Administrative Faculty Senate and/or university community
- ✓ Implement knowledge transfer plan
- ✓ Document outcomes and institutional benefits

Evaluation Criteria

Applications are evaluated holistically based on five key areas:

Project Merit and Alignment

25%

- ✓ Professional development value
- ✓ Alignment with university mission
- ✓ Scholarly/creative merit

Institutional Benefit

25%

- ✓ Operational enhancement potential
- ✓ Knowledge transfer plan
- ✓ Lasting impact

Feasibility and Planning

20%

- ✓ Project planning quality
- ✓ Assessment of operational impacts
- ✓ Resource appropriateness

Applicant Readiness

15%

- ✓ Experience and preparation
- ✓ Professional track record
- ✓ Clarity of purpose

Special Considerations

15%

- ✓ Timing and opportunity
- ✓ Innovation and distinction
- ✓ External visibility potential

Key Application Deadlines

Sabbatical applications follow both quarterly and annual submission schedules:

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

Submission Cycle	Application Deadline	For Sabbaticals Beginning (earliest start dates)
Winter	January 1	April (Short-Term), July (Mid-Term)
Spring	April 1	July (Short-Term), October (Mid-Term)
Summer	July 1	October (Short-Term), January (Mid-Term)
Fall	October 1	January (Short-Term), April (Mid-Term)

Annual Priority Deadline (Long-Term Sabbaticals)

October 1st Priority Deadline: Long-term sabbaticals (6-12 months) beginning July 1st or later of the fiscal year