

About This Overview — This document provides a high-level summary of the SUOAF Administrative Faculty Sabbatical Leave process for applicants and their supervisors. It is designed to be read alongside the full Procedure document, which contains complete requirements, deadlines, and evaluation criteria. All forms are available at SouthernCT.edu/afs.

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 dedicated time for:

- Professional growth and development
- Scholarly and creative endeavors grounded in relevant literature and research
- Enhanced professional competence in their field
- Administrative process improvement and innovation
- Strategic advancement aligned with the university's R2 mission

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

Eligibility

- **Service Requirement:** Completion of six (6) years of full-time SUOAF service at SCSU
- **Application Timing:** Members may apply during their sixth year of service
- **Subsequent Eligibility:** After taking a sabbatical, eligibility is re-established after six (6) additional years of full-time service
- **Appointment Status:** Only members with continuing appointment may take sabbatical leave
- **Presidential Waiver:** Service period waivers may be granted at the President's discretion

Types of Sabbatical Leave

All three sabbatical types share the same annual application deadline of October 1. The type selected determines duration and compensation.

Type	Duration	Compensation	Typical Use
Short-Term	2–8 weeks	Full pay	Conferences, training, intensive skill development
Mid-Term	9–26 weeks	Full pay	Semester-length projects, research, program development
Long-Term	27–52 weeks	Half pay	Comprehensive scholarly or creative projects, academic-year initiatives

Full pay applies to leaves up to 26 weeks; half pay applies to leaves greater than 26 weeks up to one full year, per BOR/SUOAF-AFSCME Contract Article 24.8.

Application Process

1 Intent to Apply — Due August 15

- Submit the Intent to Apply form by August 15 — 45 days before the October 1 application deadline
- Receive early guidance and feedback from the Sabbatical Leave Committee
- Committee notifies your supervisor, Vice President, and Human Resources to begin preliminary planning
- Optional: schedule a pre-submission consultation or request written feedback from the committee
- **Tip:** The Intent to Apply form now includes a brief gap or problem statement and foundational literature prompt — these help the committee provide targeted early guidance

2 Application Development

- Develop a comprehensive project proposal aligned with the evaluation criteria and rubric
- Ground your proposal in relevant literature, professional research, or institutional evidence
- Define clear, measurable outcomes and a knowledge transfer strategy

- Describe potential operational impacts during your absence (your supervisor and VP will develop the formal coverage plan)
 - **Optional:** Use the Sabbatical Leave Self-Assessment worksheet to reflect on your proposal's strengths before submitting — available on the AFS website
-

3 Application Submission — Due October 1

- Submit the complete Sabbatical Leave Request and Recommendation Form to your supervisor by October 1
 - Include all supporting documentation
 - Your supervisor begins the formal review process upon receipt
 - **Exception pathway:** If a compelling opportunity arises outside the annual cycle, submit a Sabbatical Deadline Exception Request to the AFS President
-

4 Multi-Level Review (approximately 30 days)

- **Days 1–10:** Supervisor reviews and makes a recommendation; forwards to Vice President
 - **Days 11–20:** Vice President reviews from a divisional perspective; develops operational coverage plan with supervisor
 - **Days 21–30:** Sabbatical Leave Committee scores the application using the weighted rubric; provides recommendation to President
 - **Days 31+:** University President makes the final decision
 - If not recommended at any level, a written explanation is provided; applicants retain the right to have their application proceed to the next level
-

5 Implementation Planning — Upon Approval

- Finalize operational coverage arrangements with your supervisor
 - Complete necessary paperwork with Human Resources
 - Brief interim coverage personnel on ongoing responsibilities
 - Confirm project timeline, milestones, and any external partnerships
-

6 Return and Knowledge Transfer

- Submit a written report on sabbatical activities and outcomes within 30 days of return
 - Present sabbatical project results to the Administrative Faculty Senate
 - Implement knowledge transfer plan as outlined in your original proposal
 - Document institutional improvements or innovations achieved during the sabbatical
-

Evaluation Criteria

Applications are scored using a weighted rubric across five areas. The Sabbatical Leave Committee applies this rubric consistently to all applications.

Criteria Area	Weight	What Reviewers Look For
Project Merit and Alignment	25%	Professional development value, alignment with SCSU's R2 mission and strategic goals, scholarly and professional merit grounded in relevant literature or research
Institutional Benefit	25%	Potential to enhance administrative processes or services, quality of knowledge transfer plan, expected long-term measurable impact
Feasibility and Planning	20%	Quality of project timeline and milestones, realistic assessment of operational impacts, appropriateness of resource requirements
Applicant Readiness	15%	Relevant background and scholarly foundation, professional track record, clarity of connection between sabbatical and professional goals
Special Considerations	15%	Justification for timing, innovative or distinctive project elements, potential for external visibility or recognition

Scoring scale: 4 = Exceptional | 3 = Good/Satisfactory | 2 = Fair/Needs Improvement | 1 = Poor/Inadequate

Recommendation thresholds: 3.5–4.0 Strongly Recommend | 3.0–3.4 Recommend | 2.5–2.9 Recommend with Revisions | 2.0–2.4 Consider with Significant Revisions | Below 2.0 Do Not Recommend

Information for Supervisors

When a member of your team submits an Intent to Apply, you will receive a notification from the Sabbatical Leave Committee. This begins an early planning conversation — not a commitment — and gives you lead time to think through coverage.

Your role in the process:

- Receive notification from the Sabbatical Leave Committee when a team member submits their Intent to Apply (August 15)
- Begin preliminary thinking about operational coverage well before the October 1 application deadline
- Complete your formal review within 10 calendar days of receiving the full application
- Assess application merit, applicant readiness, and departmental operational context
- Provide a written recommendation and forward the application to the Vice President

- If not recommending approval, provide a written explanation to the applicant
- In consultation with the Vice President, develop a formal operational coverage plan upon approval

Right to proceed: If you do not recommend approval, the applicant retains the right to have their application advance to the next review level.

Important: Applicants are responsible for describing potential operational impacts in their proposal, but the **formal coverage plan is developed by you and the Vice President** — not the applicant. This is by design, ensuring that coverage decisions reflect divisional priorities and available resources.

Annual Timeline at a Glance

When	What Happens
Aug 15	Intent to Apply due. Committee notifies supervisor, VP, and HR. Consultations available.
Aug 15 – Oct 1	Applicant develops full proposal; optional committee consultation available; supervisor begins preliminary coverage thinking.
October 1	Full application due to supervisor. 30-day multi-level review begins.
Oct 1–10	Supervisor review and recommendation (10 days).
Oct 11–20	Vice President review and recommendation (10 days).
Oct 21–30	Sabbatical Leave Committee rubric scoring and recommendation (10 days).
November+	Presidential review and final decision. Applicant notified.
Upon Approval	Implementation planning with HR and supervisor; operational coverage plan finalized.
Post-Sabbatical	Written report due within 30 days of return; AFS presentation; knowledge transfer implementation.

Forms and Resources

Form / Resource	Purpose
Intent to Apply	Required. Submit by August 15. Initiates committee guidance and supervisor/VP notification.
Sabbatical Leave Request and Recommendation Form	Required. Full application with project proposal. Submit to supervisor by October 1.
Sabbatical Deadline Exception Request	Submit to AFS President if applying outside the annual cycle due to exceptional circumstances.
Sabbatical Leave Self-Assessment	Optional workshop tool. Use independently or with the committee during pre-submission consultation. Not part of formal review.
Evaluation Rubric	Available on AFS website. Reviewing it alongside your proposal ensures your application addresses all scored criteria.

All forms and the full Procedure document are available on the AFS website: [SouthernCT.edu/afs](https://southernct.edu/afs). For questions, contact the Sabbatical Leave Committee Chair or the AFS President.

*This overview is a planning aid, not a policy document. The **SUOAF Administrative Faculty Sabbatical Leave Procedure** is the authoritative source for all requirements, deadlines, and evaluation criteria. | Revised 2026*