

Sabbatical/Leave Proposal Directions and Deadlines

Please discuss your application with your department chair and your school or conservatory director before submitting. They must sign where designated before the application goes to the provost for approval.

- The cover page with your signature
- The endorsement page
- Your proposal
- Your current curriculum vitae
- The report from your last leave

APPLICATIONS TIMELINE*	Due to School/Conservatory Director	Due to Dean	Due to Provost	PSAC	Results**
Sabbatical	Oct 12	N/A	Oct 19	Dec 1	Jan 1
Junior Faculty Development Leave Award	Oct 12	N/A	Oct 19	Dec 1	Jan 1
Title F Leave		Applications may be filed at any time			

* Deadlines that fall on a weekend or holiday are extended to the next business day.

**Once the results are announced, the director generates a PAF in HRETS.

Proposals should be **five** pages or less and contain:

1. A clear description of your goals for the sabbatical/leave, including the significance of the work you will do;
2. A summary of the proposed scholarly/creative/educational activity, including:
 - a. Artistic or scholarly research question
 - b. Justification: How does your project relate to work in the field?
 - c. Methodology or artistic techniques to be employed
 - d. Scholarly or artistic sources you will consult
 - e. Proposed timeline of activities: What part of the project will be completed during your sabbatical?
3. A discussion of the ways in which the sabbatical/leave will contribute to your effectiveness in teaching, scholarly/creative activities, librarianship, professional performance and/or university service;

Proposal Evaluation: Proposals will be evaluated and prioritized for funding based on the considerations listed below:

1. Special considerations will be given to those who have not yet been awarded a leave.
2. The quality of the proposal, its probable value to the professional development of the individual, and the contribution to the college and students.
3. Potential value of the completed project to Purchase College, the applicant's school or conservatory, professional area, and students.
4. Evidence that exhibits sound preliminary planning of the project and ability to complete the project.
5. Past record of service to Purchase College, research, teaching, and other scholarly and creative activity.
6. The final report and any subsequent outcomes of the most recent sabbatical, Title F, or Junior Faculty Development leave.

Sabbatical/Leave Report: Faculty awarded a sabbatical/leave agree to submit a full written report by the end of the academic semester in which normal academic duties are resumed.

The final report must contain:

1. A brief summary of the proposal
2. A review of the tasks accomplished
3. Copies of any articles, monographs, presentations, creative works, or manuscripts prepared for publication, and
4. A description of the explicit outcomes and how they benefit the individual and the college.

Leave Application Cover Page

Please Print Clearly

Type of Leave: Sabbatical Title F
 Junior Faculty Development Other _____

Salary: Full Salary Half Salary
 Partial Salary _____ Unpaid

Applicant's name: _____ Rank: _____

Academic Unit: _____ Board of Study: _____

Proposed Leave: Fall Semester 202____
 Spring Semester 202____
 Full Year: Fall 202____ - Spring 202____

Previous Leaves:

Type: _____ Dates: _____

Type: _____ Dates: _____

Type: _____ Dates: _____

Anticipated Non-SUNY income during Leave: Yes No Amount _____

For Junior Faculty only: I understand periods of leave at less than full pay will extend my tenure date by the equal amount of time taken for the leave requested.

For All Faculty: I agree to abide by the policies of the SUNY Board of Trustees and Purchase College. I will return to campus for one year following my sabbatical/leave and submit a report of my accomplishments by the end of the first semester of my return.

Applicant's Signature

Date

Endorsements and Resources

1. DEPARTMENT

a. The department endorses this leave request for the following time-period:

b. Resources needed (if any). Please consult with your director and check one:

- No resources needed. The department, school or conservatory will absorb the leave.
 Replacement needed: List courses, credits, possible replacement instructors and cost:

Credits	Course	Possible Replacement Instructor	Cost

Other costs, if any: _____

Department Chair _____ Date _____

2. DIRECTOR

a. I have verified the employee's eligibility for this leave (e.g., it has been 6 years since the last leave was granted) and endorse this leave request: Yes No

b. Using the proposal evaluation criteria on the next page, please attach a brief paragraph evaluating this proposal.

Director _____

Date _____



3. **PROVOST** _____

Date _____

a. I approve this leave request: Yes No

4. **PRESIDENT** _____

Date _____

a. I approve this leave request: Yes No