

## College of Arts & Sciences Sabbatical Application (Leave for AY2026-2027)

Sabbatical leave is intended to enable faculty to accomplish work not possible at the home institution or concurrent with normal duties. A sabbatical leave is defined as a leave for the purpose of encouraging faculty members to engage in scholarly research or other creative activities that will increase their scholarly achievement.

Examples of such work include but are not limited to:

- completing or advancing a research project to the point of submission and publication in scholarly journals;
- completing a scholarly book;
- conducting laboratory research, documentary, or study at a remote location;
- completing creative activities comparable to exhibition or performance;
- writing or submitting a substantial grant proposal for external funding; and
- other scholarly activity of comparable importance.

Eligibility: Tenured faculty members are eligible to apply for a sabbatical leave after six or more years of service (or twelve 16-week semesters), and can reapply for subsequent sabbatical leaves six years after the prior sabbatical leave.

*Major criteria which affect the determination for granting a leave are the applicant's previous accomplishments, outcomes from any previous sabbatical, the quality of the proposal submitted, and the potential contributions the completion of the proposal would make to the faculty member's professional development as well as to the mission and programs of the applicant's college.* Upon return from the leave faculty will need to provide a short description of what they accomplished during their leave, along with any evidence of productivity (e.g., accepted manuscripts, exhibitions, book proposals, performances, grant submissions, etc.).

A faculty member applying for a sabbatical can select a *semester-long leave at full salary* or a *full academic year leave at one-half of regular annual salary*. Additional travel funds and leave related expenses may be provided as deemed appropriate.

Sabbatical leaves are awarded on a competitive basis and will go to those faculty—who in the judgement of their college committee, Dean, and the Provost—demonstrate the greatest potential for scholarly accomplishment and professional development during the period of the leave.

University Criteria:

1. Value (or importance, or prestige) and scope of the anticipated outcome(s) as a scholarly product or to meet specific teaching or service needs of the department or college.
2. Documented preparation for the proposed project(s).
3. Applicant's productivity (quality and quantity of teaching, scholarship and service), as reflected in the submitted curriculum vitae, proposal, and supporting documents. This productivity does not have to be in the same area as the sabbatical leave project, and credible proposals which would enable applicants to revitalize their scholarship deserve full consideration.
4. Anticipated outcomes and demonstrated results from past sabbatical leave(s).

**DUE DATE: September 26, 2025; 5 pm**

Send a **singular .pdf** of this application and all supporting documentation (noted below) to Associate Dean, Matt Taylor (x5402; [taylormatt@umsl.edu](mailto:taylormatt@umsl.edu)). Please name file: 'LastName Sabbatical App (Fall 2025)'.

College of Arts & Sciences Sabbatical Application Process
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Name:

Program/School and Department:

Year of initial full-time appointment:

Current academic rank:

Years in current rank:

Have you ever applied for a sabbatical:      Yes      No

If Yes, Dates & Timeframe (approved?):

Proposed Timeframe of this sabbatical:

Have you secured external funding to fund part or all of your sabbatical:

Yes (source/amount):

No

## Attach the Following Documents

### 1. Sabbatical Plan Executive Summary:

A non-technical description of the scholarly and/or professional activities proposed for the sabbatical period, with an explanation of the *benefits anticipated* to be derived from the project. (1000 word limit)

### 2. Project Narrative/Sabbatical Plan:

Description of the sabbatical activities, the place(s) where the sabbatical work is to be performed, foreseeable contingencies which may affect the plan, and, if any, the anticipated sources and amounts of financial support for the University sabbatical stipend. Be sure to specifically address the *value of the project*, preparations, relation to previous accomplishments, and anticipated outcomes. Please include a timeline of activities and list any collaborators/partners and their role(s). (5000 word limit)

### 3. Summary of previous sabbatical (if applicable)

Each sabbatical plan should include a paragraph summarizing the achievements of the previous sabbatical leave (if the applicant has taken a previous sabbatical). This section should reference specific verifiable outcomes such as published papers, new courses, new clinical skills, etc.

### 4. Attach Current Curriculum Vitae (10 pages max.)