

College of Arts & Sciences Sabbatical Application for Leave during AY 2027-2028

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
- Other scholarly activity of comparable importance

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

Major criteria that 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.).

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.

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 granted as deemed appropriate.

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 that would enable applicants to revitalize their scholarship deserve full consideration.
- 4) Anticipated outcomes and demonstrated results from past sabbatical leave(s), if applicable.
- 5) If two proposals are otherwise equivalent on their merits, preference will go to the faculty member with the longest period of time since last receiving a sabbatical.

DUE DATE: September 25, 2026 by 5:00 PM

To apply, send a single PDF document containing this application and all supporting documents to Associate Dean Wendy Olivas (olivasw@umsl.edu). Please name file as "LastName Sabb App Fall 2026".

College of Arts & Sciences Sabbatical Application for Leave during AY 2027-2028

Name:

Department:

Year of initial full-time appointment:

Current academic rank:

Years in current rank:

Have you ever previously applied for a sabbatical?

Yes

If yes, was it approved?

If approved, what was timeframe of sabbatical taken?

No

Proposed timeframe of this sabbatical?

Fall 2027 semester

Spring 2028 semester

Fall and Spring 2027-2028

Have you secured external funding for part or all of your sabbatical?

Yes

If yes, source and amount:

No

Attach the following documents to your application:

1. Sabbatical Plan Executive Summary

This summary is 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

This narrative should include a detailed description of the sabbatical activities, the place(s) where the sabbatical work is to be performed, foreseeable contingencies that may affect the plan, and, if any, the anticipated sources and amounts of financial support for the sabbatical. 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)

Provide 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 skills, etc.

4. Current Curriculum Vitae (10 pages maximum)