

SABBATICAL LEAVE

Florida Institute of Technology recognizes the necessity for faculty members to acquire new and enriching experiences and to secure uninterrupted time for research, and therefore encourages and supports sabbatical leaves.

As defined in the faculty handbook (FH 2.12 Sabbatical Leave), a faculty member whose meritorious service to Florida Tech has been for three or more continuous academic years may qualify for a sabbatical leave. The sabbatical leave may be granted for the purpose of pursuing advanced study beyond the terminal degree and engaging in research or traveling in support of scholarly pursuits. In general, any activity related to your faculty appointment that will enhance the professional and scholarly growth of the applicant meets the criteria for a sabbatical leave.

A sabbatical leave will not be granted more than once every seven years; the approval for sabbatical leave is based on professional accomplishments and not the passage of time. The application deadline is November 1st for a leave during the next fiscal year with a decision by the following January 15th.

The university may grant a sabbatical leave for one academic term with full pay or one academic year with half pay. The amount paid shall not exceed half of the faculty member's regular salary for the academic year during which the leave takes place.

The sabbatical application should consist of a letter stating the date of the last sabbatical taken by the applicant, the timeframe proposed for the requested sabbatical, a brief description of the activities planned during the sabbatical and a description of the benefits of the sabbatical in terms of scholarly growth for the applicant. Please see attached outline for details.

Each application for a sabbatical year must be made in consultation with the faculty member's department head and/or dean and forwarded to the provost. The department head and/or dean are to evaluate the application and make a recommendation to the provost. Beyond the evaluation of the quality of the application, the department head and/or dean is to indicate if there will be any course offering adjustments, additional staff, or any other expenditures that will be necessary if the sabbatical is approved.

The precise terms of the leave of absence shall be in writing and shall be given to the faculty member at the time of approval of the sabbatical leave. After a faculty member returns from a sabbatical, a report is to be submitted to the department head and/or dean and the provost outlining the benefits of the sabbatical in terms of scholarly growth of the faculty member.

FACULTY SABBATICAL LEAVE REQUEST

All faculty sabbatical leave requests are due to the Office of The Executive Vice President and Provost by end of day of November 1st. Documents should be submitted electronically and have all the required information and signatures. All forms should be submitted on official university letterhead.

Applicant - Please submit your application to your academic unit head. Find attached a recommended cover letter to be used with your application. Please include, at a minimum, the following information with your application.

- Cover page with details about the application (see attachment).
- Description of scholarly activity for which the leave is requested.
- Previous scholarly work related to the proposed project.
- Place where proposed project is to be completed.
- Benefits expected from the sabbatical.
- External invitations or sources of support.

Dean - Please review the application and submit the full document to Office of the Executive Vice President and Provost with your letter of recommendation. Please make sure to include, as part of your recommendation, the following information:

- Impact on the department if sabbatical leave is approved, including change in the courses offered.
- If there will be any salary savings or increased cost to the department if the sabbatical is approved.



COVER PAGE

Name of Applicant: _____

Academic Title: _____

Academic Unit: _____

Period of Proposed Sabbatical Leave: _____

Date of Initial Appointment to Florida Tech: _____

Period(s) of Previous Sabbatical Leaves:

Signature of Applicant

Date