



## 1.0 INTRODUCTION

Sabbatical leaves provide opportunities for study, research, or other pursuit of value to the scholarly agenda of the faculty member and the University that enable faculty to enhance their teaching and research effectiveness.

This *Sabbatical Leave Policy* d

University since initial appointment or the conclusion of a previous sabbatical leave by the end of the fall semester during which the application for sabbatical leave is made. For example, if a sabbatical were taken in the spring of 2014, then the earliest date for the next sabbatical would be fall of 2020. If a sabbatical were taken in the fall of 2014, then the earliest date for the next sabbatical would be spring of 2021.

5.3 Eligibility does not imply an automatic right to, or an automatic granting of, a sabbatical leave. Moreover, the possibility of a sabbatical leave does not accumulate if an application is not submitted by

## 7.0 SABBATICAL PROPOSAL GUIDELINES FOR FACULTY

Applications describing the proposed leave should contain the following:

7.1 Cover Sheet that includes this information:

Name of faculty member  
Name of department/center and college/school  
Title/rank of faculty member  
Date of initial appointment to full-time faculty  
Date(s) of previous leave(s)  
Period of leave covered by current application  
Abstract of leave plans (not to exceed 50 words)

7.2 Leave Plans

7.2.1. Submit a detailed statement of leave plans that fully describe the activities in which the faculty member will be engaged



paid while s/he was on leave.

## 10.0 REPORTING REQUIREMENT

Recipients of a sabbatical leave must submit a report of his/her activities, within one semester after return (i.e., by June 1<sup>st</sup> following a fall semester sabbatical, and by January 2<sup>nd</sup> following a spring semester or year-long sabbatical), to the appropriate committee of the college or school faculty Assembly or equivalent body, to his/her department chairperson or comparable administrator, and to the dean. This report serves as a record of benefits derived from the program. Failure to file such a report is grounds for denial of subsequent sabbatical leave applications made by the recipient.

## 11.0 REFERENCES

*The Faculty Manual of Saint Louis University* (2017)

<https://www.slu.edu/the-office-of-the-provost/office-of-faculty-affairs/faculty-manual>

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