This is an invitation to apply for a sabbatical leave for 2015-2016. Sabbatical leaves are granted by the President, and they ordinarily consist of either a one-semester leave with full pay or a two-semester leave with half pay. During sabbatical leave all benefits continue; the college's retirement contribution to TIAA-CREF is based upon either full salary or half salary, depending upon the duration of the leave.

If you would like to apply for a sabbatical leave, please submit your request and proposal for sabbatical leave along with the attached cover sheet to your department chairperson by October 13, 2014. Chairpersons will forward the proposals with their recommendations to your dean’s office by October 20, 2014. Deans will then forward all recommendations to the Vice President for Academic Affairs office by November 3, 2014. I will submit all sabbatical requests and chairpersons' and deans’ recommendations to the President with my recommendations.

Sabbaticals will be awarded through a competitive process, taking into account the following factors:

1. Capacity of the proposal to enhance the professional development of the applicant and to contribute to the mission and vision of the institution.
2. Length and quality of an individual's service to the college (usually in excess of seven years).
3. The number and scale of previous grants to the applicant.
4. The ability of the college to compensate, entirely or in part, for the absence of the individual.
   Applications for full-year sabbaticals will receive priority consideration.

Recipients of these sabbatical awards will be expected to submit a formal report to their Dean, no more than 30 days after the beginning of the semester after their sabbatical, concerning the work accomplished during the sabbatical leave. Sabbatical reports should address the goals outlined in the sabbatical proposal. They are also expected to remain at the institution for a minimum of two years after their return. Upon request of their dean or the vice president, sabbatical recipients will be expected to present the results of their scholarly work to the other faculty of the college.

cc: President Daan Braveman
    Deans
COVER SHEET FOR PROPOSAL FOR SABBATICAL AWARD 2015-2016

Faculty Member's Name __________________________________________________

Department _____________________________________________________________

Requests (Please check one):  ______ One semester leave, Fall 2015

_______ One semester leave, Spring 2016 ______ Two semester leave, 2015-16

Years of full-time service at Nazareth College (including 2014-2015) __________

Present Rank ______________________   Year of appointment to present rank _______

Previous grants or paid leaves: _________________________________________________

__________________________________________________________________________

Topic of proposed sabbatical leave project.

Please attach a brief description of your proposed activities, including the expected outcome(s) of your proposed project or projects. If your project requires fiscal support, please indicate the anticipated source of funding. It has been our practice to provide the standard allocation for professional travel for faculty members on sabbatical.

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To be completed by Department Chairperson.

Department Chairperson's recommendation: __________________________________________

______________________________________________________________________________

If recommended, please describe your plan for covering classes and provide estimated replacement costs (ordinarily we do not provide replacements for one-semester sabbaticals):

______________________________________________________________________________

______________________________________________________________________________

Additional comments:______________________________________________________________________________

______________________________________________________________________________

Signature of Department Chairperson______________________________________________

Dean’s Comments: ______________________________________________________________

______________________________________________________________________________