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| **FA-logo-color-pantone1807-whiteonred-sm** | Faculty Association Sabbatical Application |

***Use this form to request a sabbatical leave; applications due October 15.***

Complete the following form to enable the sabbatical review committee to consider your request. All questions must be completed in order for your application to be considered. Do not include links to external sources; incorporate all information into this form.

This form must be submitted electronically to the Office of the Vice President for Academic Affairs no later than October 15. Submissions should be directed to Michele Glavich (glavicm@sunysuffolk.edu • 631-451-4244).

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| **Name:**  |  |
|  | *^ click into cell to type* |
| **Address:**  |  |
|  | *street* |
|  |  |  |  |
|  | *city*   *state zip* |
|  |  |
| **Phone:** | * mobile
 |  |
|  | * office
 |  |
|  | * home
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| **List previous sabbaticals (if applicable)** |  |  |
|  |  |  |
|  |  *semester(s) year* |
| **List unpaid leave(s) of absence (if applicable)** |  |  |
|  |  |  |
|  |  *from to* |
|  |  |
|  |  |
| **Preference for term of sabbatical leave (rank preferences in order)** |  | fall semester |
|  | spring semester |
|  | full year |
|  | *Note: You must accept a full-year sabbatical if you rank it among your preferences and it is awarded.*  |

**Statement of Purpose**

The statement of purpose for the sabbatical shall demonstrate the proposed benefit to individual professional growth and/or to a college program. “Individual professional growth” is defined as pursuit of knowledge related to the faculty member’s discipline or duties at the college, to the teaching profession, or to an approved training program.

The statement of purpose should be made with a high degree of certainty. In the event that modification becomes necessary, you must promptly seek approval from the sabbatical review committee.

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| 1. **Abstract for Board Resolution ⚫**  Develop two to four sentences capturing the essence of the proposal.
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| 1. **Narrative on Activity ⚫**  Specify courses to be taken, professional projects or research to be conducted, a new program to be developed, or publications to be created. In describing your activity, you must indicate your preparatory work demonstrating readiness to carry out the goals, e.g., where the courses are to be taken, how the professional project was developed, the research methodology, or the programs to be visited with method by which they were selected. Please note: It is important to include a timeline that will help substantiate your ability to successfully complete your project and that indicates how these activities exceed your full-time job responsibilities.
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| 1. **Professional Benefit to Applicant ⚫**  Discuss how the activity will enhance you as a faculty member in your department, as a professional, or as a scholar.
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| 1. **Benefit to College ⚫**  Discuss the specific impact your sabbatical opportunity may have on carrying out your professional responsibilities, e.g., to teaching or student learning; to programs, courses, or curriculum development; to retraining; or to an institution-specific project (e.g., one that relates to a strategic planning objective).
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Please be advised that within eight weeks after the return from your sabbatical, you must submit to the Office of the Vice President for Academic Affairs a report of your activities during your sabbatical leave. Forms for this report will be provided upon award of the sabbatical. Also note that you are obligated to return to the college for one year following the sabbatical. The failure to return or to complete the sabbatical as awarded can result in a financial liability for the return of salary paid during the sabbatical.

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| **Signature:** |  |
|  |  |
| **Date:**  |  |