

APPLICATION FOR ACADEMIC LEAVE

As detailed in section 2.8.4 of the Faculty handbook, Mary Baldwin University offers two forms of “Academic Leave”: “Faculty Development Leave” for renewable faculty and “Sabbaticals” for tenured faculty. Academic Leave provides professional growth opportunities for renewable and tenured faculty members to the betterment of the University. Academic Leave is a privilege and is not guaranteed.

Faculty who wish to apply for any type of Academic Leave are to follow the steps outlined below:

1. Statement of Intent:

By **October 15** of the academic year preceding the desired Academic Leave a faculty member shall indicate their intention in writing to the Associate Dean of their appropriate School. The applicant will indicate the term of leave they are seeking.

The applicant shall include these items:

- ❖ notification of whether the application is for a sabbatical or a faculty development leave
- ❖ notification of impacted term(s) (NB: “Faculty Development Leave” could be from a full term, MayTerm, seven-week term, summer term, etc.)
- ❖ list of courses that will need to be deferred or taught during the projected absence;
- ❖ list of advisees by class;
- ❖ committee assignments which will be impacted;
- ❖ names of faculty persons the applicant believes will be most directly affected by their absence;
- ❖ record of previous Academic Leave, if any, and the result of that Academic Leave

The Associate Dean will acknowledge in writing the receipt of the request and will then work with the applicant in presenting the portfolio required in Step 2.

2. Presentation and Application:

The applicant should review the criteria in 2.8.4.3-5 carefully and present the following material by **November 15** to the Vice President/Dean of their College:

- ❖ the applicant's detailed proposal for a project during Academic Leave, including a rationale, summary, description of project, and identification of any outside funding secured. This proposal is to include a statement concerning the value of the project to the individual, and an assessment of its contribution to the University;
- ❖ any relevant comments from affected faculty concerning the impact of their colleague's absence;
- ❖ proposal for a presentation to the faculty upon completion of the Academic Leave. The presentation may take any appropriate form: lecture, instruction in new technique, artistic production, etc.

3. Review:

The application is reviewed by the ALC., whose objective is to produce a single recommendation for action to the President. In case of lack of agreement, both recommendations and their rationale will be forwarded to the President for final action.

The ALC's recommendation is forwarded to the President by **December 15**. The President notifies the candidate of the decision by the opening day of the January term.

(Please note: The recipient will submit within three months after completion of the leave a report on the faculty member's project to the ALC. See *Faculty Handbook*, Sabbatical Leaves, 2.8.4)