



APPLICATIONS FOR SABBATICALS DURING THE 2017-18 ACADEMIC YEAR DUE SEPTEMBER 26, 2016

One of the celebratory privileges of a tenured faculty member at the School of the Art Institute of Chicago is a sabbatical, or salaried leave-of-absence. During a sabbatical, faculty are relieved of their teaching and administrative duties for a dedicated period of work and/or study to help sustain the excellence of their professional practice and teaching. **Faculty who are eligible for a sabbatical during the 2017-18 academic year should submit a proposal by or before Monday, September 26, 2016.** If you have questions about your sabbatical eligibility, please contact Molly Scranton at mscranton@saic.edu.

Sabbaticals are awarded to tenured faculty every seventh year or its equivalent while maintaining a full-time contract, and are structured in one of two ways:

- A term-sabbatical of one semester (Fall 2017 or Spring 2018) at 100% (full) salary;
- A year sabbatical of two consecutive semesters (Fall 2017 and Spring 2018) or a calendar year sabbatical (Spring 2018 and Fall 2018) at 67% (two-thirds) salary.

The Dean of Faculty and your elected peers on the Deans' Selection Committee will review proposals in October 2016. Faculty and departments will be notified shortly thereafter to facilitate completion of the 2017-18 course schedule by December 1, 2016. Proposals, as stated in the Faculty Handbook, "will normally be approved" when a "clear relation is established between a faculty member's plans for his/her leave and that member's teaching role;" however, if the School's fiscal stability or educational mission were to be compromised by granting all proposals, the dates of sabbaticals may be altered. Should such adjustments be necessary, this will not disrupt the accrual of future sabbaticals. Please also note that proposals from faculty who have already postponed their sabbaticals will be a priority.

The required proposal should consist of a written description at least one page in length—explaining how sabbatical plans relate to teaching at the School as well as one's practice—and a description of a presentation on the sabbatical experience to be made upon return. Specify the dates (Fall 2017, Spring 2018) and length (one semester, one year) of the proposed leave. *Additionally, if you are currently serving in an administrative role, such as chair of your department, please include a description of your replacement plans during your sabbatical period.*

If the sabbatical is approved, a document will be included with the 2017-18 Letter of Appointment sent in July 2017, which guarantees a continuity of full-time appointment by the school in which faculty must agree to return for at least one full year of service following a paid sabbatical. **A Professor Research Day may not be used during a sabbatical year. Faculty who have been awarded a Professor Research Day and are planning a one semester sabbatical must teach 3 courses during the other semester.** Returning faculty are also expected to share their sabbatical experience in an on-campus exhibition, lecture, or other format as appropriate.

If you elect to defer your sabbatical opportunity, you will continue to receive notice of your eligibility each year until such time that your sabbatical is requested. To confirm a deferral, please send an email to Molly Scranton at mscranton@saic.edu.

By Monday, September 26, 2016, send your 2017-18 sabbatical proposal to the Assistant Director of Faculty Services and share a copy of your pending request with your department(s). Please send the proposal as an email attachment to Molly Scranton at mscranton@saic.edu. Questions? (312) 899-7472.