



APPLICATIONS FOR SABBATICALS DURING THE 2018-19 ACADEMIC YEAR DUE FRIDAY, SEPTEMBER 29, 2017

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 practice and/or research to help sustain the excellence of their professional practice and teaching. Returning faculty are expected to share their sabbatical experience in an on-campus exhibition, lecture, or other format as appropriate.

Tenured faculty are eligible to apply for a sabbatical every seventh year per the sabbatical schedule set forth in the faculty hire letter. The Assistant Director of Faculty Affairs will notify faculty when they are eligible to apply. If you elect to defer your sabbatical, you will continue to receive notice of your eligibility each year until such time that your sabbatical is requested.

Sabbaticals are structured in one of the following ways:

- A term-sabbatical of one semester (Fall 2018 OR Spring 2019) at 100% (full) salary;
- An academic year sabbatical of two consecutive semesters (Fall 2018 AND Spring 2019) at 67% (two-thirds) salary;
- A calendar year sabbatical (Spring 2019 AND Fall 2019) at 83% salary in each academic year.

APPLICATION REQUIREMENTS

A written proposal in pdf format which includes the following:

- Description, at least one page in length, explaining how a sabbatical will help sustain the excellence and professionalism of your practice and teaching
- Description of a presentation/exhibition/lecture to be made upon return from your sabbatical
- Current CV
- Dates of proposed leave (Academic Year 2018-19 OR Fall 2018 OR Spring 2019)
- 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.

Members of the Dean's Selection Committee will review each application. Note that 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. Proposals from faculty who have previously postponed their sabbaticals will be prioritized. For more information on sabbatical eligibility and approval, please see the [Faculty Handbook](#): Section 5. A. Sabbaticals: Full-Time Faculty.

DEADLINE FOR APPLICATIONS: FRIDAY, SEPTEMBER 29, 2017

Submit application materials to Molly Scranton, Assistant Director of Faculty Affairs, via email at mscranton@saic.edu with subject line FACULTY NAME_DEPARTMENT_SABBATICAL. Please be sure to also notify your Department Chair of your application submission.

Members of the Dean's Selection Committee will review all proposals and determine final selections in October. Notifications of awards will be emailed between mid-October and early November to candidates and their department administrators to facilitate departments completing their 2018-19 course schedule.

Questions? Contact Molly Scranton at 312-899-7472 or mscranton@saic.edu.