



APPLICATIONS FOR ADJUNCT PAID LEAVES DURING ACADEMIC YEAR 2024-25 DUE MONDAY, OCTOBER 9, 2023

Part-time faculty with the rank of Associate Professor, Adjunct or Professor, Adjunct, are eligible to apply for a paid one-semester leave-of-absence. Compensation during a paid leave is modeled on sabbaticals for full-time faculty, and is equal to the recipient's current salary for the average number of degree courses taught each semester, as well as any non-teaching assignments, calculated over the past four years (not including the year in which the recipient applies). Paid leaves are available during the fall or spring semesters only.* Faculty who accept a paid leave must agree to return for at least one year of service following the leave and are encouraged to share their sabbatical experience in an on-campus exhibition or lecture upon their return.

***For faculty whose primary department is the Low Residency MFA Program**, summer courses will be calculated into the recipient's salary while on leave. In addition, paid leaves are available during the fall, spring, or summer semesters for Associate or Full Professors, Adjunct, whose primary department is the Low Residency MFA Program.

ELIGIBILITY

SAIC Faculty who are eligible to apply for an adjunct paid leave:

- Have the rank of Associate Professor, Adjunct or Professor, Adjunct
- Have taught at SAIC for at least 7 consecutive years (i.e., taught since AY2016-17)
- Have not received a paid leave within the past 7 years (i.e., not received paid leave from AY2016-17 through AY2022-23)
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements

NOTE: Faculty must notify their primary department chair of their intent to apply for paid leave **and** obtain the chair's approval in advance of submitting the application.

**APPLICATIONS ARE DUE ON OR BEFORE MONDAY, OCTOBER 9, 2023
TO APPLY, complete the [Adjunct Paid Leave Application Form](#).**

You must be logged into your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Help Desk by calling 312.345.3535 or crithelpdesk@saic.edu. The form can be accessed by clicking on the link below or pasting it into your browser:

<https://forms.gle/6ymSSCV7hymL18Xk6>

Please convert all word documents into PDFs before uploading. Required files to upload include:

- 1) brief bio and CV;
- 2) One-page description explaining how a paid leave-of-absence will help sustain the excellence and professionalism of your teaching and practice; and
- 3) Primary department chair's email approval.

The Office of Academic Affairs will download applicants' course evaluations to distribute to the Dean's Selection Committee.

Members of the Dean's Selection Committee will evaluate and rank each application based on the **merit of the proposal, length of service, contributions to the SAIC community, level of professional activity, and length of time since an applicant's past paid leave (if any)**. Note that there are a limited number of Adjunct Paid Leaves available in a given year. There will be two-paid adjunct leaves available for AY 24-25.

Notifications of awards will be emailed to the recipients, their department chairs, and their administrative directors in mid-November.

Questions about Adjunct Paid Leaves and the application process may be directed to Maya Gopalan, Assistant Director of Academic Administration at mgopalan@saic.edu