



APPLICATIONS FOR SABBATICALS DURING THE 2024-25 ACADEMIC YEAR DUE MONDAY, OCTOBER 9, 2023

One of the celebratory privileges of tenured faculty at the SAIC is a paid sabbatical. During a sabbatical, faculty are relieved of their teaching, administrative, and service 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 for sabbaticals according to the terms set forth in the Faculty Handbook. The Dean's Office will notify a faculty member when they are eligible to apply for a sabbatical. If a faculty member elects to defer their sabbatical, they will continue to receive notice of their eligibility each year until such time as the sabbatical is requested.

Sabbaticals are structured in **one** of the following ways:

- A **one-semester** sabbatical (Fall 2024 OR Spring 2025) at 100% pay;
- An **academic year** sabbatical of two consecutive semesters (Fall 2024 AND Spring 2025) at 67% pay;
- A **calendar year** sabbatical (Spring 2025 AND Fall 2025) at 83% pay in each academic year.

SAIC faculty who are eligible to apply for a sabbatical must be in compliance with all SAIC required trainings and have fulfilled credential documentation requirements.

NOTE: Faculty should notify their department chair of their intent to apply for a sabbatical in advance of submitting an application.

**APPLICATIONS ARE DUE ON OR BEFORE MONDAY, OCTOBER 9, 2023.
TO APPLY, complete the [Sabbatical 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 HelpDesk by calling 312.345.3535 or crithelpdesk@saic.edu. The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/jp8fbUUGLQKPfzYw7>

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 sabbatical will help sustain the excellence and professionalism of your practice;
- 3) brief statement on how a sabbatical will help sustain the excellence and professionalism of your teaching; and
- 4) one-page outline of service to the School.

The Dean's Office will download applicants' course evaluations to distribute to the Dean of Faculty.

The Dean of Faculty will review all sabbatical proposals for approval. Note that a Full Professor Research Day or a 2/3 course load at 3/4 salary may not be used during a sabbatical year. Full Professors or faculty teaching a 2/3 course load who are planning either a one-semester sabbatical or a calendar year sabbatical, must teach 3 courses during each of the semester when not on sabbatical. 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.

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

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