



## **APPLICATIONS FOR SABBATICALS DURING THE 2020-21 ACADEMIC YEAR DUE TUESDAY, OCTOBER 1, 2019**

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One of the celebratory privileges of tenured faculty at the SAIC is a sabbatical, or salaried leave-of-absence. 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 to apply for a sabbatical every seventh year per the sabbatical schedule set forth in the faculty hire letter. The Associate Director of Academic 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 **one-semester** sabbatical (Fall 2020 OR Spring 2021) at 100% (full) salary;
- An **academic year** sabbatical of two consecutive semesters (Fall 2020 AND Spring 2021) at 67% (two-thirds) salary;
- A **calendar year** sabbatical (Spring 2021 AND Fall 2021) at 83% salary in each academic year.

SAIC faculty who are eligible to apply for a sabbatical must be in compliance with 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 the application.

**APPLICATIONS ARE DUE ON OR BEFORE TUESDAY, OCTOBER 1, 2019.  
TO APPLY, complete the [Sabbatical Application Form](#).**

You must be logged in to 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](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/riki2Jou8NPWCFBZ7>

**Please convert all word documents into PDFs before uploading. Required files to upload include:** brief bio and CV; and one-page description explaining how a sabbatical will help sustain the excellence and professionalism of your practice and teaching. 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 review each application. 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 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.

**Notifications** of sabbaticals will be emailed to the recipients, their department chairs, and their administrative directors in late October/early November.

**Questions** about sabbaticals and the application process can be directed to Maya Gopalan, Assistant Director of Academic Administration at [mgopalan@saic.edu](mailto:mgopalan@saic.edu)