

THE GEORGE WASHINGTON UNIVERSITY

APPLICATION FOR SABBATICAL LEAVE

A George Washington University faculty member who wishes to apply for sabbatical leave should first consult the statement of sabbatical leave policy (see page 4 of this application form) to make sure that he or she is eligible. In brief, this statement recites that the applicant should: (1) have served full time in regular active status for at least six years; (2) have a project for improving his/her scholarly development and professional effectiveness; (3) submit this application sufficiently in advance of the academic year in which sabbatical leave is desired. Those who are unclear as to their eligibility should contact the Office of Faculty Personnel (994-6511).

All faculty members are strongly encouraged to pursue fellowship or grant opportunities to support their proposed sabbatical activities. Information about fellowship opportunities for faculty is available from the Office of Graduate Student Assistantships and Fellowships (994-6835) and about grants from the Office of the Vice President for Research (994-7315).

Name of applicant

Date of application

Rank (the official title listed in department records)

Academic department

Year and duration of desired leave

___ one semester, full salary

___ two semesters, with 60% salary

Date of original full-time faculty appointment

Date of last sabbatical leave

Signature of Applicant

Date

Address of Applicant

Name of Department Chair

An updated vita must accompany this application.

Attach a separate page or pages describing the program of studies or other activities you propose to follow during your sabbatical, and the relationship of same to your teaching and/or research program. Please include a description of fellowship or grant applications you plan to submit in conjunction with, or immediately following, the requested sabbatical leave.

If this is not your first sabbatical as a member of the GW faculty, please list works published and/or creative products exhibited and/or pedagogical innovations introduced in the time period between your last sabbatical and the present application.

If during your sabbatical leave you expect to have a formal affiliation with a research institute, another college or university, a federal agency, a private corporation, or any similar public or private entity, please describe the conditions of that appointment.

Place where leave would be spent:

Comments by department chair:

___ approve

___ disapprove

If approved, how will the vacancy be covered? How will teaching be covered? How will graduate advisees be covered?

Approval date

Signature of Department Chair

Comment(s) by Dean(s):

___ approve

___ disapprove

Date

Signature of Dean(s)

Action by:

Provost & EVP for Academic Affairs _____

Date _____

President _____

Date _____

Approved Application back to Dean _____

SABBATICAL LEAVE POLICIES

PREAMBLE

Sabbatical leave is granted to members of the faculty as a recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatical leave is intended to provide faculty with opportunities for scholarly development and contacts that shall contribute to their professional effectiveness and to the value of their later service to The George Washington University. It is assumed that a faculty member who accepts leave intends to return to the University. (When a faculty member arranges for full-time employment at another institution or with a private firm or government agency, he/she should apply for leave without salary as provided for in Section VI.A. of the Faculty Code.)

Eligibility. As stated in Section VI.B. of the Faculty Code, a full-time faculty member is eligible for sabbatical leave when he/she has served six or more continuous years in a college or university in regular active status [as university professor, professor, associate professor, assistant professor, or instructor], three years of which must have been served in this University, or has served six or more years in regular active status after a preceding grant of sabbatical leave. Full-time leave without salary does not automatically count toward eligibility for sabbatical leave; a determination will be made in each instance based on the relation between the purpose of the leave and the professional responsibilities or career development of the applicant.

Application. A faculty member is required to complete an “Application for Sabbatical Leave” form setting forth the period of leave requested, the place where the leave will be spent, and the program of studies or other activities the applicant proposes to follow and the relationship of same to applicant’s teaching and/or research program.

Recommendation and approval. Applications for sabbatical leave must be recommended by the department or other appropriate unit, concurred in by the appropriate administrative official of the corresponding college or school and the Provost and Executive President for Academic Affairs, approved by the President of the University, and granted by the Board of Trustees of the University. The needs of the department and the school or college are important factors in the determination by the dean of the number of faculty members who can be permitted to be on sabbatical or other types of leave at any given time.

Deferral. When faculty are eligible for sabbatical leave and present an acceptable program for that leave, but for reasons of college, school, or departmental convenience or necessity have their leave deferred, their next eligibility for sabbatical leave shall be computed from the time they became eligible for the leave, not from the date the leave was granted. In general, a deferral of not more than two years will be authorized.

Acceptable sabbatical activities. Typical reasons for which sabbatical leaves are approved are: research; writing; travel for purposes of visiting research collections, working in research laboratories, being in residence in centers for advanced study, or doing field work; activities to keep abreast of rapidly developing fields; pursuit of an advanced degree.

Compensation. During a period of sabbatical leave the university will pay a faculty member his/her full salary for one semester of leave or sixty percent salary for a full year’s leave. It is understood that a faculty member on sabbatical leave may receive additional compensation from another source either to supplement the 60% of GW salary provided on a full year’s leave or to cover relocation expenses when a semester’s leave or a full year’s leave is spent at a distance from Washington, D.C. The combination of GW compensation and additional compensation should not exceed reasonable limits for the purposes indicated. A faculty member may not receive sabbatical compensation from the University and concurrently hold a fully compensated position with another organization. While on sabbatical, unless preapproved by the Provost, a faculty member may not receive overload compensation for teaching at GW and may not receive an administrative stipend from GW.

University research grant during sabbatical leave. A faculty member on a full-year sabbatical leave may apply for a research grant through the University providing the balance of his/her salary if (1) the research activity is related to the program of education, research, or self-development the faculty member proposes to follow during the leave; and (2) it is clearly the intent of the granting agency to provide support for the faculty member during the sabbatical period.

Sabbatical leave report. Upon return from leave, the faculty member is expected to report in writing on the progress of his/her research or formal study during the leave period through the department chair and dean to the Provost & EVP for Academic Affairs.

Continuation in service. By accepting a grant of sabbatical leave, a faculty member agrees to continue in the service of the University for at least one year following the leave unless the University approves some other arrangement. A sabbatical leave will therefore not be approved for a faculty member entering his/her final year of service. If after completion of a sabbatical a faculty member resigns from the University to accept an alternative position, the University will expect to be made harmless by the faculty member (or the new employer) through the repayment of compensation provided to the faculty member during the sabbatical.