




MEMORANDUM

August 20, 2007

MARY ANNE FITZPATRICK, DEAN
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR
COLLEGE OF ARTS AND SCIENCES

TO: Department Chairs
FROM: Mary Anne Fitzpatrick, Dean 
SUBJECT: Sabbatical Leave Application for 2008-2009 Academic Year

DUE IN THE DEAN'S OFFICE: NOVEMBER 2, 2007

Sabbaticals play an important role in rejuvenating faculty in their research and teaching careers. Sabbatical leave is intended to allow full-time faculty members relief from their normal duties to pursue a significant project designed to improve their teaching and research. Sabbaticals help faculty to achieve educational goals which could not be reached if pursued under the demands of regular University teaching and service duties.

To be considered for sabbatical leave, a faculty member must be a tenured associate professor or professor with six or more years of service as a full time faculty member at the University of South Carolina. Furthermore, the faculty member must be eligible to serve for no less than one year upon return from the leave. Awards are based on the quality of the proposal and the departmental ranking. A sabbatical leave only provides one-half pay for a full academic year or full pay for one-half of an academic year.

Following established University policy, the granting of sabbatical leaves of absences is dependent upon budget limitations, workloads and other considerations. In general, one year leaves are given preference. Departments may only submit up to 10% of their tenured faculty members for sabbatical leaves in a calendar year. In addition, leaves are approved on the condition that the department can cover the candidate's teaching obligations through reassignment.

The following are guidelines for sabbatical leave applications for academic year 2008-2009:

- Chairs and applicants should follow all procedures outlined on the enclosed "Faculty Request for Sabbatical Leave" form. **All applicants must answer the five questions listed on the form under SABBATICAL LEAVE PROCEDURES, 1 a-e. Please emphasize this requirement to faculty when they request the application form.**
- Because requests for leave usually exceed the number of awards permitted, faculty should be encouraged to prepare their proposals with great care and

should be aware that sabbatical leaves are a matter of administrative discretion. Faculty should also be encouraged to give careful thought at the outset to the length of leave for which they are applying: asking initially for a year at half pay and later seeking to change to a semester at full pay is problematic.

OFFICIAL SABBATICAL LEAVE DATES (9 month basis only)		
Fall Semester	(at full pay)	August 16 to December 31, 2008
Spring Semester	(a full pay)	January 1 to May 15, 2009
Academic Year	(at half pay)	August 16, 2008 to May 15, 2009

- Proposals must be submitted through the Department Chair and reach the Dean's Office no later than November 2, 2007. We will be unable to consider late applications or to prepare lists of alternatives. If faculty in your department who wish to apply for leave are ineligible, you should so inform them; please do not send such applications forward.

The following information is required from the Chair:

- 1) For each application, provide an explanation of how the candidate's teaching obligations would be covered in the event of a leave.
- 2) Your priority ranking of applications from your department. At the top of each application, please type, complete and initial or sign the following statement:

EXAMPLE: "I rank this proposal number # _____ of the department's _____ proposals."

The Dean's Office will review and rank applications from throughout the College and will forward applications, Dean's evaluations and rankings to the Office of the Provost.

/pwy

Enclosures