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COLLEGE OF ARTS AND SCIENCES

Memorandum

August 16, 2010

TO: College of Arts and Sciences Department Chairs
FROM: Mary Anne Fitzpatrick 
SUBJECT: Sabbatical Leave Applications for 2011-2012 Academic Year

DUE IN THE DEAN'S OFFICE
Requests for Full-Year Sabbaticals: October 15, 2010
Requests for One-Semester Sabbaticals: November 1, 2010

Sabbaticals play an important role in rejuvenating faculty in their research and teaching careers, and are 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 that can not be reached if pursued under the demands of regular University teaching and service duties.

For 2011-2012, we are pleased to continue our policy of supporting one-semester sabbaticals at full salary and full-year sabbaticals at 65% salary. This policy replaces the option of choosing half pay for a full academic year, or full pay for half of an academic year.

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.

Following established University policy, the granting of sabbatical leaves is dependent upon budget limitations, workloads, and other considerations. Departments may 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.

Sabbatical awards are based on the considerations outlined above as well as the quality of the proposal and the departmental ranking. The following are guidelines for sabbatical leave applications for academic year 2011-2012:

- Chairs and applicants should follow all procedures outlined on the "Faculty Request for Sabbatical Leave" form available on the Provost's Office web site at <http://www.sc.edu/provost/forms.php>. 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.
- OFFICIAL SABBATICAL LEAVE DATES (9 month basis only): Academic Year (at 65% pay) August 16, 2011 to May 15, 2012. Fall semester (at 100% pay) August 16, 2011 to December 31, 2011. Spring semester (at 100% pay) January 1, 2012 to May 15, 2012.
- Proposals must be submitted through the Department Chair and reach the Dean's Office no later than the due dates of October 15, 2010 for full-year sabbaticals, and November 1, 2010 for one-semester sabbaticals. 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 Department 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. Given the fiscal constraints we now face, your priority ranking is very important. At the top of each application, please type, complete, and initial or sign the following statement:

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

The Dean's Office will review and rank applications from throughout the College and notify the applicants and departments near the end of the Fall 2010 semester.