

On behalf of the Sabbatical Leave Committee:

As a reminder to faculty, all sabbatical proposals will be submitted and reviewed in **the fall of each academic year**. Applications will be reviewed in the fall semester only. To prepare please read the deadlines below.

The Sabbatical Leave Committee invites all tenured faculty members to apply for next year's round of sabbatical leaves. **The deadline is 4 p.m. on Thursday, September 15, 2022.**

All documents related to sabbaticals may be found by going to the [Office of the Provost](#) website. You will find the Sabbaticals tab on the left margin and there you will be able to access the sabbatical overview, policy, forms, and examples of successful applications from past years.

Review of proposals will occur only during the fall semester. **A proposal submitted in Fall 2022 can apply for a sabbatical in Fall 2023 or Spring 2024.** Because sabbatical applications must be submitted at least two semesters in advance, faculty members *cannot* apply in the fall semester for a sabbatical to be taken in the spring semester immediately following submission of the application.

ELECTRONIC SUBMISSION PROCESS

The faculty member is responsible for obtaining *Chairperson's and Dean's comments and signatures* for the completed proposal in order to submit to the Provost office. **ALL sabbaticals will be submitted electronically** and therefore *e-signatures will be accepted*. All completed applications will be submitted via email to Provost@wcupa.edu. Please put "Sabbatical Application" in the subject line. All emails are due **by 4 p.m. on Thursday, September 15, 2022**. All applications must be complete, including the cover checklist, all pages of the form, and all required signatures. Incomplete applications or applications received after the published deadline will not be reviewed by the SaLe Committee.

Sabbatical leave applications are reviewed using the following rating scale:

1. Up to 70 points for the quality of the project
2. Up to 20 points for meritorious service
3. Up to 10 points for years of service

The SaLe Committee requests that applicants:

1. Adhere to word limits listed on the application form in every section of the application.
2. Include letters of support for collaborative projects with another individual, group, or university.
3. Offer a detailed description of service activities in Section 11 of the application form.

By December 15th, the President or his/her designee notifies the faculty of sabbatical leaves granted.

Members of the 2022 SaLe Committee who can help answer questions about the application process include: [Rachel McMullin](#) and [Jacqueline Van Schooneveld](#)