Sabbatical Application

Ouachita Baptist University

Sabbaticals give eligible full-time faculty the opportunity to take leave from instructional duties and engage in professional development activities.

The Faculty Development Committee awards sabbaticals on a competitive, academic-year basis with the approval of the university president. Six semesters of sabbatical leave may be awarded each year (one-semester sabbaticals at full pay and one-year sabbaticals at three-quarters pay).

A detailed financial plan, including expected and committed internal and external funding sources, must be provided. The Faculty Development Committee will entertain applications for Growth Plan Grants to supplement sabbatical expenses. Granting of a sabbatical does NOT guarantee granting of additional financial support, nor does it obligate the university, school or appropriate faculty committees to fund the requested budgets.

If your sabbatical proposal includes activities that depend on funding, approval or acceptance that have not been awarded or determined as of the application deadline, please include alternative funding or projects for the Faculty Development Committee to consider.

**Eligibility**

Applicants must be full-time faculty in at least the fifth or sixth year of full-time service. Tenured faculty members may apply for a sabbatical after 4 ½ years of continuous service since their last sabbatical or since they were hired. (Example: A faculty member who began in Fall 2019 and now has tenure or a faculty member who took a sabbatical during 2018-2019 is eligible to apply during the Spring 2024 semester for a sabbatical in the 2025-2026 academic year.) Untenured faculty may apply for a sabbatical after 5 ½ years of continuous service, in the same academic year in which they apply for tenure. (Example: An untenured faculty member who began in Fall 2018 is eligible to apply during the Spring 2024 semester for a sabbatical in 2025-2026.) A sabbatical may not be awarded prior to tenure being granted and all recipients must have tenure at the time they take their sabbatical. For additional clarification regarding sabbatical eligibility, contact the Vice President for Academic Affairs.

The department and Interdisciplinary Studies must be able to serve students in the absence of the faculty member. The applicant’s chair and dean must complete a Sabbatical Load Coverage Form. Criteria for awarding sabbaticals include: (a) overall seniority; (b) time since last sabbatical; and (c) the worth of the proposed sabbatical activity to the faculty member, department, and university.

Sabbaticals are awarded only to faculty members who will agree to return to teaching at Ouachita Baptist University the following year. The financial support which the university provides shall be in the form of a loan repayable within one year following the sabbatical. The interest rate shall be the lesser of seven percent per annum or the maximum allowable by Arkansas law, and a legally binding note shall be properly executed. The loan shall be forgiven in its entirety following one year of satisfactory post-sabbatical service.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Submitted** |  | | | | | | |
| **Name** |  | | | | | | |
| **Email Address** |  | | | | | | |
| **Phone Number** |  | | | | | | |
| **Department** |  | | | | | | |
| **School** |  | | | | | | |
| **Preferred Sabbatical Time Period.** Next to the semester(s) for your preferred sabbatical, indicate the year. | | | | | | | |
| **Fall** | |  | **Spring** |  | **Summer** | |  |
| **Preferred Sabbatical Proposal.** Describe proposed activities for your preferred sabbatical. | | | | | | | |
|  | | | | | | | |
| **Impact of Preferred Sabbatical.** Explain how your preferred sabbatical will benefit you, your department, and the university. | | | | | | | |
|  | | | | | | | |
| **Budget for Preferred Sabbatical.** Give a detailed description of preferred sabbatical activities and/or resources and their estimated cost. | | | | | | | |
| **Preferred Sabbatical Activities and/or Resources** | | | | | | **Cost** | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
| **Total Cost for Preferred Sabbatical Activities and/or Resources** | | | | | | **$** | |
| **Alternate Sabbatical Proposal.** Describe your proposed activities for an alternate sabbatical. | | | | | | | |
|  | | | | | | | |
| **Impact of Alternate Sabbatical.** Explain how your alternate sabbatical will benefit you, your department, and the university. | | | | | | | |
|  | | | | | | | |
| **Budget for Alternate Sabbatical.** Give a detailed description of alternate sabbatical activities and/or resources and their estimated cost. | | | | | | | |
| **Alternate Sabbatical Activities and/or Resources** | | | | | | **Cost** | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
| **Total Cost for Alternate Sabbatical Activities and/or Resources** | | | | | | **$** | |
| **Submission.** | | | | | | | |
| Email this completed application document and Sabbatical Load Coverage Form to the following individuals by **Thursday, February 8, 2024, at 5:00 p.m.**  (1) Dr. Chris Mortenson, chair of the Faculty Development Committee  (2) department chair  (3) school dean  Sabbaticals awarded in this application cycle are to be taken in the 2025-2026 academic year. | | | | | | | |
| **Follow-Up Report.** | | | | | | | |
| By the end of the semester following the sabbatical, recipients must submit a follow-up report of sabbatical activities to Doug Reed, Associate Vice-President for Academic Affairs.  The follow-up report should include:   * a clear description of the recipient’s sabbatical activity accomplishments * an explanation of how the sabbatical experience will facilitate high-impact pedagogy in the recipient’s instruction * a detailed list of expenditures along with copies of receipts   Failure to submit a follow-up report will limit future eligibility. | | | | | | | |
| **Faculty Colloquium Presentation.** | | | | | | | |
| Recipients are also expected to give a Faculty Colloquium presentation about their sabbatical activities and their impact. | | | | | | | |