

**Earlham College Sabbatical
Application Form
2022-2023 Academic Year**

Use this form to request a sabbatical leave, including pre-tenure leaves, during the 2023-2024 academic year. This includes leaves for Fall 2023, Spring 2024, or full year 2023-2024. Note that one semester leaves are at full salary; full-year leaves are at half salary.

Please submit a brief description (1-2 pages) of your sabbatical plans to the office of the Academic Dean (Drawer 66, or academicdean@earlham.edu), with the information requested below. Submit applications by Friday, April 22, 2022.

Note: It is recommended that you meet with Sara Paule, Director of Sponsored Programs and Foundation Relations, to discuss external funding options for your sabbatical. The early application date (sixteen months before a fall semester sabbatical leave would begin and twenty months before a spring semester sabbatical leave would begin) supports external grant seeking. You are encouraged to apply to at least one funder appropriate for your sabbatical project(s).

We ask for this information well ahead of time to assist in our planning for your sabbatical year, since we need to know well in advance to support budgetary and curricular planning.

1. Your Name and Department (and Interdepartmental Program, if applicable)
2. Which academic semesters would you like to be awarded a sabbatical leave? Would your sabbatical be combined with (or consecutive with) an Earlham Off-Campus Study Program?
3. Are any other members of your Department or Interdepartmental Program planning to be off campus at the same time, whether on leave or leading an Earlham Off-Campus Study Program?
4. How would your courses be replaced in your Department or Interdepartmental Program? Note: It is unlikely that full-time replacements will be approved, so please explain how your Department/program will adjust for your absence.
5. When was your last term off campus, either with a sabbatical award, on a leave, or on an Off-Campus Program? (Please do not count May terms or EPIC Advantage programs)
6. What is the subject of your research or creative project? What would the sabbatical leave permit you to do that you could not do otherwise?
7. Have you applied for external funding to support this project? If so, what applications have you submitted or will you submit?
8. If it has been more than 6 years since you received tenure, when was your last review (either through Section G - Review of Tenured Faculty or Section I - Criteria and Process for Promotion to Full Professor of the Faculty Handbook)?

Please remember:

- Applicants for College sabbatical or pre-tenure leave support are invited to meet with Sara Paule to discuss their sabbatical plans and opportunities for external funding. This does not mean that a sabbatical request will not be approved if the applicant is not *successful* in their quest for external grant funds, but it does mean that applicants are encouraged to consider appropriate external funding.
- All recipients of sabbatical leaves (including pre-tenure leaves) supported by Earlham College agree to return to the College and teach full-time for at least one year following their leave.
- All recipients of sabbatical leaves (including pre-tenure leaves) must submit a brief (no more than 5 page) report on leave activity prior to the end of the first month of the academic term following their return to campus (i.e. prior to September 30 for Spring sabbaticals, and prior to February 28 for Fall sabbaticals). These reports will be shared with members of the Board of Trustees at the October and/or February Board meetings, and will become part of each faculty member's permanent file at the College.