

Sabbatical Requests

College of Arts & Letters Faculty

1. In the College of Arts & Letters sabbaticals are intended to advance faculty excellence in scholarship and creative activities. As stated in the “Sabbatical Leave Implementation Information” document on the MSU HR website [and in the *Faculty Handbook Sabbatical Leaves of Absence* policy](#), implementation of MSU's sabbatical leave policy must proceed in ways which both advance University excellence and make effective use of scarce resources, especially in times of University budgetary stringency.
 - A sabbatical is not granted automatically, i.e. it is not an entitlement. Chairpersons, directors and deans must inform faculty that each sabbatical request is reviewed by the chairperson/director, the dean and by the Associate Provost and Associate Vice President for Academic Human Resources as the Provost's designee. Sabbatical requests may be denied at each administrative level. Accordingly, the normal six-month lead time requirement for requesting sabbatical leaves should be adhered to by faculty members and academic units to permit sabbatical review/evaluation and effective planning.
<https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sabbatical.html>.
 - Please note that, as stated in the *Faculty Handbook*, “all leaves of absence shall be excluded in determining years of service for a sabbatical leave.”

2. Faculty may request a sabbatical leave according to stated policy in the *Faculty Handbook*:
 - Each request for a sabbatical leave must include a detailed description outlining the purposes, objectives and scholarly and research activities of the leave and normally should be submitted six months in advance of the starting date of the leave . The plan should indicate how the objectives and accomplishments of the leave will advance the interests and capabilities of the faculty member for fulfilling the aims, objectives and goals of the department, college or University. All leaves must have the approval of the appropriate administrators and of the Provost or designee.
 - Within thirty days following the conclusion of a sabbatical leave, a sabbatical leave report, not to exceed one page in length, must be submitted to the department chairperson/school director. The report should include an assessment and evaluation of the leave accomplishments in relation to the sabbatical leave plan. Departments/schools should retain a copy of the sabbatical leave report in applicable files.

3. In the College of Arts & Letters, sabbatical requests are due in the Dean's Office six months before the beginning of the leave. For sabbaticals during fall semester the deadline is February 14. For spring semester sabbaticals the deadline is July 14. Requests must be received in the College by those dates. Department due dates will be determined at the unit level. (With College pre-approval, a sabbatical request can be submitted 12 months in advance by the earlier deadline, if the faculty member requires more advanced time for planning. A request with rationale must be provided and submitted by the chair.) The proposal should contain a description of the project, project objectives and the possibilities for outside support. It should indicate clearly what results can be expected from the work. If a book is planned, the current or potential interest of publishers should be stated. [Note: if a faculty member wishes to have an earlier decision made on a sabbatical leave \(e.g., in case of international travel\), please consult with your chair for approval to apply an additional 6 months in advance. So following this, a spring semester sabbatical application could be submitted by the February deadline.](#)

4. In addition to submitting the sabbatical form with a detailed proposal by the faculty member and the required entries by the chair, chairs should collect and append the following items to each request before sending them to the College via the EBS Leave of Absence form:
 - A list of external granting agencies to which the faculty member sent proposals requesting project or salary support during the sabbatical.
 - A copy of the faculty member's last sabbatical proposal and the post-sabbatical report. The chair should supply appropriate commentary on the relationship between the last sabbatical plan and the reported accomplishments.
 - An abbreviated cv citing the faculty member's accomplishments in the last six years or since the last sabbatical leave.

5. Once the proposal has been approved by Dean, it will be forwarded to the Provost's office for review. It is up the departments to follow up in EBS for approval confirmation and to notify faculty member.

6. Following the MSU policy:

"Within thirty (30) days following the conclusion of a sabbatical leave, a sabbatical leave report, with a separate summary not to exceed one page in length, must be submitted to the department chairperson/school director or dean of a non-departmentally organized college. The report should include an assessment and evaluation of the leave accomplishments in relation to the sabbatical leave plan. Departments/schools and non-departmentally organized colleges should retain a copy of the sabbatical leave report in applicable unit files."

To this end, the College is developing a standardized sabbatical report form that will be available at cal.msu.edu under Faculty/Staff on the Sabbatical page via both the Office of Research and the Faculty Policies pages. Please use this form for your initial report to the department and for the updated, final report that also goes to the College with outcomes below.

7. As specified in the *Faculty Handbook*, faculty who are recipients of a sabbatical leave are obligated to return to Michigan State University for the following year.

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