



Sabbatical Leave

Applications for sabbatical leaves for the 2027-2028 academic year are now being accepted. Please submit quality proposals detailing how the proposed project will contribute to the professional growth or intellectual life of the faculty member.

To apply, the following form must be completed and accompanied by a brief proposal (approx. 1000 words). A letter of reference from a colleague (internal or external to the College) who can evaluate the proposed project, and a copy of the faculty member's current CV must accompany sabbatical applications.

Applications will be rated with the attached rubric as "recommended," "recommended with clarification," or "not recommended."

Timing – After seven years of tenured service at Hood College; every seven years thereafter

Funding – Operating budget; covers course contracts needed; covers one semester at full salary or two semesters at one-half salary. Indicate, as well, if applicant is applying for ¼ salary for a two semester (full-year sabbatical).

Expectation – Each recipient will provide a summary of their sabbatical experience in an appropriate format (sabbatical memo- approximately 1,000 words, campus presentation, concert, art show, etc.) no later September 15, 2028.

Deadline for the sabbatical application submission – November 2, 2026.

Please note that the FDC is an advisory body that recommends sabbatical applications to the President for possible approval. The College reserves the right to pause, suspend, or approve a limited number of sabbaticals given annual variability of the College's operating budget.

Feel free to consult with the Provost or any member of the Faculty Development Committee if you have any questions. Please forward proposals to the Faculty Development Committee, c/o Provost's Office, chalk@hood.edu, (x3623).



Sabbatical Application Rubric

Significance for scholarship, teaching, etc.

- 1 Project has no significance for the discipline (for scholarship, teaching, etc.).
- 2 Project has some significance for the discipline.
- 3 Project has clear significance for the discipline.
- 4 Project is extremely significant and makes a substantial contribution to the discipline.

Benefit to the faculty member, students and/or the College

- 1 Project does not benefit the development of the faculty member, students and/or the College.
- 2 Project has little benefit for the development of the faculty member, students and/or the College.
- 3 Project is beneficial to the development of the faculty member, students and/or the College.
- 4 Project will be highly beneficial to the development of the faculty member, students and/or the College.

Clarity of proposal

- 1 Proposal is unclear.
- 2 Proposal is somewhat vague.
- 3 Proposal and outcomes are clear.
- 4 Proposal was extremely well written and has clear outcomes.

Timeline

- 1 Proposed timeline for project is unrealistic.
- 2 Proposed timeline is questionable.
- 3 Proposed timeline is realistic.
- 4 Project can clearly be completed.

Past experience completing projects related to teaching, scholarship, and/or service

- 1 Faculty member has a poor track record of completing projects.
- 2 There is no evidence to indicate the faculty member's record of completing projects.
- 3 Faculty member has a track record of completing projects on time.
- 4 Faculty member has an exemplary track record of completing projects (related to teaching, scholarship, and/or service) on time, or is newly tenured.



Application for Sabbatical Leave

Name: _____

Department: _____

Years of service to the College: _____

Semester(s) of leave: _____

If full year sabbatical, do you plan to take the $\frac{1}{4}$ salary grant? Yes ☐ No ☐

Date of last sabbatical leave at Hood: _____

Number of undergraduate course contracts needed if awarded a sabbatical: _____

Number of graduate course contracts needed if awarded a sabbatical: _____

Department Chair Signature

Dean Signature (if applicable)