

### **Sabbatical Selection Process Policy**

Eligible faculty should submit their application for sabbatical leave to the department head one month before the deadline for receiving departmental recommendations in the office of the Dean of the Franklin College. Applications will consist of (1) a statement regarding the scholarly effort that will be pursued during the sabbatical leave and the manner in which such leave will benefit the faculty member, the department, and/or the university; and (2) the faculty member's current curriculum vitae. If the number of applications received exceeds the number that the department can recommend (the maximum is the limit of 10% of eligible faculty; departmental teaching loads may mandate a smaller number), the applications will be reviewed and ranked by the Executive Committee. Some of the criteria that will be used for ranking include the strength of the applicant's sabbatical plan, commitments for salary support (for two semester sabbaticals), and the number of years of the applicant's eligibility.