

The general policy on sabbatical leaves is contained in the *Handbook*, as follows:

4.2.3.1 Sabbatical Leaves. Sabbatical leave may be granted to any full-time member of the faculty for research or graduate study. Application for a sabbatical is made to the faculty development committee through the vice president of academic affairs or designated academic dean. The vice president of academic affairs and president recommend approval or disapproval to the academic affairs committee, whose decision requires endorsement by the board of trustees. Applicants should bear in mind that the number approved each year by the vice president of academic affairs, president, and board of trustees depends on the nature of the proposed projects, the quality of applicants’ professional work (teaching, scholarship, college and community service), and the total budget outlook, rather than any system of quotas or automatic eligibility.

Non-cumulative eligibility for leave of one-half of the academic year on full salary, or a full academic year on half salary, accrues after six years of full-time teaching at the college. It is understood that the faculty member will remain with the college at least one academic year following the completion of the sabbatical leave.

A faculty member on sabbatical leave is not permitted to work for additional remuneration without consent of the vice president of academic affairs and the president of the college. Exceptions are made for faculty who are participating in the Fulbright program. Sabbatical leave is considered full-time employment for group insurance benefits and counts towards service credit.

Sabbatical leave for the fall semester begins on August 16 and concludes after the break at Christmas. Sabbatical leave for the spring semester begins with the start of term and concludes at the end of the two week period following spring semester exams. Therefore, faculty members on sabbatical during either semester are eligible for summer research grant and collaborative initiative grant opportunities.

Enclosed is a statement of criteria developed by the Professional Services Committee in 1991 (revised 1997 and again in 2002 by the Faculty Development Committee) to guide them in evaluating applications. Those who wish to apply for a sabbatical leave must submit materials [to this dropbox on Box](https://trnty.app.box.com/f/a788e5f5345f452a952397421b2eb08d) by Friday, November 21, 2025.

**Proposal Format**

You must address each item for full consideration. Evaluation will be made using the criteria on the following page.

1. Preliminary Information (include on attached cover sheet)
   1. Name, rank, number of years of service since last sabbatical or beginning of appointment at Trinity.
   2. Semester for which the request is being made (or full academic year).
   3. Indicate appropriate means with which courses will be taught in your absence. The policy is that we will cover course work with part-time faculty, overloads for colleagues, or postponement of courses if students are not adversely affected.
   4. Acknowledge that you have discussed your intent to apply for a sabbatical with your department colleagues. Department chair approval is required before the sabbatical leave is finalized.
   5. Identify likely sources of outside funding, if appropriate.
2. Abstract: Include a short summary description (very short paragraph or abstract, maximum one page) of the project(s) you wish to undertake.
3. Proposal: Give a brief description of the work you are proposing during the sabbatical period (no more than four pages) including:
   1. Project(s) Description: purpose and focus of project(s), research methodology, contribution to scholarly agenda (including any background information on prior work done in this area), and how the project(s) fits with the mission of the college.
   2. Sabbatical Timeline: activities you will undertake in preparation for and during the sabbatical period including information on how time will be allocated for the project(s) proposed.
   3. Project Outcomes & Dissemination: expected publications and external presentation of results.
   4. Abbreviated Curriculum Vitae: include publications, presentations, exhibits, performances, etc. which show evidence of prior work done in the proposed scholarly area or if in a new area of research show a track record of project outcomes and dissemination of work.

4. Appendix (limit to one page): If sabbatical awards were received in the past list the semester(s) the sabbatical was received, sabbatical project(s) proposed, and outcomes achieved during the sabbatical period(s), as well as post-sabbatical scholarly works. First time applicants may include evidence of outcomes of previous scholarly works.

**Process**

* Application deadline: November 21, 2025. Submit application materials [to this dropbox](https://trnty.app.box.com/f/a788e5f5345f452a952397421b2eb08d).
* Faculty development committee recommendations with rationale to Vice President of Academic Affairs (VPAA): early December.
* Notification of intent to recommend by VPAA, with president’s support: mid-December; or Notification of intent not to recommend, with written rationale: mid-December.
* Final approval by academic affairs committee and board: at the February board meeting.



**Faculty Development Committee**

**CRITERIA FOR SABBATICALS**

The following criteria have been established by the faculty development committee to guide future committees when asked to make recommendations to the Vice President of Academic Affairs regarding sabbatical awards. These criteria expand upon the basic statement in the *Handbook*.

Minimum requirements for eligibility:

1. Full-time, regular appointment faculty

1. Minimum 6 years of service
2. Proposal submitted accurately and in its entirety by published deadline.

Primary criteria to determine preference/order:

1. Significance of the proposed project's contribution to the applicant’s scholarly agenda, as evident in the proposal.
2. Quality of proposal as presented in the application:
   1. Applicant’s scholarly preparation and track record to complete the project(s)
   2. Sabbatical activities are realistic for the time dedicated and the timeline proposed makes good use of the award being granted
   3. Project(s) dissemination includes detailed expectations and goals for multiple outcomes from the sabbatical period

3. Evidence of productive work since the sabbatical period if previous awards were received, and description of projects that grew out of the previous sabbatical

4. Evidence of productive scholarship for first time applicants

Secondary criteria to further refine proposal ranking:

1. Preference for non-degree study.
2. Preference for those proposals which include outside funding or a full-year term, thereby making available a sabbatical for another faculty member.
3. Preference for higher professional rank.
4. Preference for more years of service since the last sabbatical or beginning of appointment at TCC.

Approved by faculty development committee October 20, 1997; revised May 23, 2002; revised September 4, 2013; updated September 30, 2017; updated (Provost -> VPAA), September 19, 2022; submission date updated October 17, 2025.



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| Preliminary Information: Sabbatical Application | | | | |
| **Name** |  | **Rank** | | * Professor * Associate Professor * Assistant Professor |
| Number of years of service since last sabbatical or beginning of appointment at TCC | | | |  |
| Time period for which the request is being made | | | | * Fall Semester only * Spring Semester only * Full Year |
| Identify likely sources of outside funding, if appropriate | |  | | |
| Indicate appropriate means with which courses will be taught in your absence. The policy is that we will cover course work with part-time faculty, overloads for colleagues, or postponement of courses if students are not adversely affected. | | | | |
| * I have discussed my intent to apply for a sabbatical with department colleagues. *Department chair approval is required before the sabbatical leave is finalized.* | | | | |
| Signature: | | | Date: | |