**M E M O R A N D U M**

TO: University Faculty

FROM: Gail E. Gasparich, Ph.D.

Provost and Senior Vice President for Academic Affairs

SUBJECT: **Sabbatical Leave Applications for the 2024-2025 Academic Year**

DATE: April 15, 2024

This memo provides information about the guidelines and processes for applying for sabbatical leaves for the 2025-2026 academic year.

Please review the [Sabbatical Committee and Application Timeline Local Agreement](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Sabbatical-Leave-Application-Process.aspx), which was revised on April 4th, 2024 to include Membership and an updated Sabbatical Leave Timetable. Applications may be submitted to Kuali using the [Sabbatical Eligibility Verfication](https://millersville.kualibuild.com/app/661954ebec1bcf013b7b4c11/run) Form starting now through September 15th.

Faculty members who will have completed seven years of service to the University prior to the semester of the desired leave are eligible to apply for sabbatical leave at this time.  At least five consecutive years of such service must have been performed at Millersville University.  Full-time temporary service is credited only if performed contiguous to the start of the regular tenure-track appointment.  If you have questions, please contact Dr. Ron Frankum, Outgoing Chair, Sabbatical Leave Committee (Ronald.Frankum@millersville.edu).

The sabbatical leave application process consists of two stages, with respective due dates listed below.

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| **Due Date** | Description |
| **September 15, 2024** | The faculty member submitsthe[**Sabbatical Leave Application Part I: Eligibility Verification Form**](https://millersville.kualibuild.com/app/661954ebec1bcf013b7b4c11/run) in Kuali*.*  Any faculty member considering applying for a sabbatical leave must submit an Eligibility Verification Form.   If your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award, attach a copy of your Fulbright Scholar Program application to the Part I Form. |
| **October 1, 2024** | HR will notify the applicant and the Committee Chair via Kuali of the applicant’s eligibility for sabbatical. |
| **October 15, 2024** | The faculty member submits the[**Sabbatical Leave Application Part II:  Proposal**](https://millersville.kualibuild.com/app/661938eee5ddd1013b662751/run) **with supporting documentation, plus a current curriculum vitae** to Kuali.Part II is not required to be submitted if your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award. |
| **Second week of November 2024** | Applicants and the Sabbatical Committee receive notification of sabbatical awards. |

The Sabbatical Leave Committee and University Administration recognize that circumstances may occur which change the intent to apply for a sabbatical leave.  If a decision is made not to apply for a sabbatical, be assured that future sabbatical applications will not be impacted negatively.

Please review all items contained in Article 18, Section A, 1-12, of the recently ratified Collective Bargaining Agreement and at the University Governance and Policies [website](https://www.millersville.edu/policies/pdf/faculty/faculty-policy-sabbatical-leaves.pdf). The links to the Kuali Sabbatical forms and process can be found on [the Office of the Provost webpage](https://www.millersville.edu/provost/information-for-faculty.php).

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c: Department Secretaries

 Dean’s Council

 Human Resources