

Sabbatical Policy for Faculty-Led Study Abroad Seminars

New Programs: Faculty Directors for new (i.e. first-time) seminars are not permitted to be on sabbatical for the two year cycle prior to the seminar. In the case that the sabbatical is directly related to the faculty-led program, the sabbatical may be workable during semester 1.

Reoccurring: Sabbatical leave is not encouraged for the two years prior to the seminar, however under certain circumstances a sabbatical may be workable. Please see the semester outline below which highlights some of the faculty leader responsibilities during each semester and the sabbatical policy by semester.

<p>Semester 1- The first semester after the proposal has been approved.</p> <p><i>Ideal semester for sabbatical.</i></p>	<p>During this semester marketing, recruitment and logistical planning for the Faculty-Led Seminar begins.</p>
<p>Semester 2</p> <p><i>*sabbatical is discouraged, however under certain circumstances, it may be approved.</i></p>	<p>Marketing continues and application opens. During this semester faculty leaders will begin interviewing and accepting applicants. Faculty leaders are required to interview each applicant before students can be accepted to participate. Logistical planning continues.</p>
<p>Semester 3</p> <p><i>Not permitted to be on sabbatical.</i></p>	<p>Marketing, recruitment, and interviews continue. The application deadline takes place during this semester. Logistical planning continues.</p>
<p>Semester 4-Seminar to take place this semester</p> <p><i>Not permitted to be on sabbatical.</i></p>	<p>During this semester, the Seminar will take place. Logistical planning finalized.</p>

*A plan must be submitted detailing coverage of logistical planning, marketing and recruitment. Faculty also must be willing to interview students on campus during sabbatical. See faculty handbook for detailed two year timeline of responsibilities.