SABBATICAL LEAVE PROGRAM DESCRIPTION
Westmont College
Due Date: October 1

After six years of full-time teaching at Westmont, tenure track faculty and permanent multi-year contract faculty are eligible to apply for a semester-long sabbatical at full pay, or a year-long sabbatical at half pay. A sabbatical leave is an investment by the College for increasing the quality of instruction and scholarship through the professional enrichment of the faculty. A sabbatical leave is not normally granted for work toward completion of a degree.

Further information about sabbatical policy is available in the Faculty Handbook in section 2.5.1.1.

To apply, please use the online form available at: http://webapps.westmont.edu/cgi-bin/WebObjects/departments.woa/wa/facsabb

Department chairs needing to read a proposal made by a member of their department should go to:
http://webapps.westmont.edu/cgi-bin/WebObjects/departments.woa/wa/chairsabb

Reporting
The Faculty Handbook stipulates: “Within three months of concluding a leave, the recipient will submit a report to the Professional Development Committee on activities and achievements while on leave, including a suggested time and format for a report to the faculty.” (FH, 2.5.1.1.c.2)

Reports are submitted electronically via the professional development portion of the Provost’s web page. Reports should include the following components, where applicable:

a. Period of the sabbatical leave
b. Title of the project(s)
c. Name of the sabbatical leave recipient
d. One or two sentences summarizing your activities
e. Description of project activity
f. Assessment of if/how the original project objectives were met (original proposals can be viewed when logged into the “Application & Report Forms” section of the Provost’s web page)
g. List of specific outcomes/achievements (articles, books, courses developed, etc.)
h. Suggested time and format for a report to the faculty