

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