



Minnesota State College Faculty
SABBATICAL LEAVE
APPLICATION PACKET

Dear Faculty Applicant:

A sabbatical leave offers faculty the opportunity to secure additional education, training, or experience which will make them better prepared for carrying out their college responsibilities, and will support the professional development of faculty, the development needs of academic departments or areas, and the planned instructional priorities of the college/system mission. We are pleased that you are seeking a professional development opportunity that will be of benefit to both you and the college.

While you are planning for your sabbatical leave, **we encourage you to consult broadly with the administrator with whom you work most closely (the responsible administrator)**. It is also recommended that you consult with faculty colleagues. Such consulting should enhance your planning, both as an individual faculty member and as an instructor at our institution.

This packet is designed to assist you with planning for the best possible sabbatical. Please follow the instructions on each of the following materials, and use the **Criteria (Guide B)** as a checklist to ensure that the proper procedures are followed.

- Form #1 Faculty Sabbatical Leave: Application
- Form #2 Faculty Sabbatical Leave: Plan
- Form #3 Faculty Sabbatical Leave: College Review of the Plan

- Guide A Faculty Sabbatical Leave: Guidelines for Writing the Plan
- Guide B Faculty Sabbatical Leave: Criteria

You must submit your completed forms 1, 2, and 3 to Nancy Paulson between October 24th and November 15th to comply with the deadlines specified by the Minnesota State College Faculty (MSCF) Employment Contract. A review of your sabbatical application and plan will be completed by the responsible administrator and me. You will receive a letter advising you of my decision no later than January 15th.

Sincerely,

Larry Lundblad, President
Central Lakes College