January 2018

The Sabbaticals Committee invites YOU to consider applying for a sabbatical...

All full-time tenured faculty members who have completed a minimum of 6 consecutive years of full time service to the College are eligible to apply to take a sabbatical leave of absence.

Please note that this year at FIT, we have available...

- Eight (8) half-year sabbaticals at full salary may be awarded and
- Six (6) full-year sabbaticals at one-half salary may be awarded.
  - Did you know that UCE benefits continue during the period of the sabbatical leave of absence?

What kinds of Sabbaticals are funded by the College?

- Study/Research/Special Purposes
  - Include the important benefits of the sabbatical to you, students and the College in your application.

When is the Sabbatical Application deadline?

There is only one deadline: September 14, 2018 for sabbaticals beginning in BOTH Fall 2019 or Spring 2020

What is the process?

- The Faculty Senate Sabbaticals Committee reviews and considers your application.
- The Committee sends its recommendations to the Vice President for Academic Affairs (VPAA).
- The VPAA reviews and makes recommendations to the President.
- The President reviews and makes the final decision. If approved, the application is sent to the Board of Trustees for confirmation.
- Upon confirmation by the Board, the applicant is informed.

What are your next steps?

- Obtain digital copies of the Sabbatical Application, Criteria for Sabbatical Leaves, and Information to Include in Your Application on MyFIT Home/Academic Affairs/Faculty Services/Sabbatical.
- Go to the Office of Faculty Services at 236 W. 27th Street, Suite 301 to pick up the above-listed forms.
- Carefully follow the guidelines which include: the process, requirements, eligibility & a timeline outlined in these forms.
- Visit the Office of Faculty Services at 236 W. 27th Street, Suite 301 to review previously approved sabbaticals applications.
- Chat with your colleagues; you may be surprised at how many of them have been awarded sabbaticals in the past.