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OFFICE OF THE PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS

Date: July 1, 2023

To: All Faculty  
All Administrative and Service Faculty  
All Management Personnel

From: Allen Bedford, Provost and Vice President  
Academic Affairs

Subject: 2023-2024 APPLICATION FOR SABBATICAL LEAVES FOR AY 2023-2024

The President may grant a sabbatical leave to an eligible faculty member who proposes to undertake a scholarly research project, additional study or other endeavor to enhance professional development, support department/unit goals, and/or meet the instructional, service, or research priorities of the University. (Please see Article 19, IFO-MnSCU Agreement, 2021-2023; Article 15, MSUAASF/MnSCU Agreement 2021-2023.)

1. Semester Leave Sabbaticals. Although it is anticipated that only a limited number of semester leave sabbaticals at full pay will be available, the University endeavors to provide support for leaves designed to contribute directly to the professional growth of the faculty as well as to expand the capacity of the department or unit. Please consult with your Dean/appropriate administrator should you have any questions concerning the intent or timetable for semester leaves.
2. Year-Long Sabbaticals. In an attempt to promote year-long studies, research, or continuing education efforts by faculty and staff, the University will provide eighty percent (80%) of the faculty's base salary and a portion of MSUAASF and management personnel's base salary in accordance with the current agreements.

**Eligibility Criteria:**

1. In order to be eligible for sabbatical leave, a faculty member must have completed at least one year of service following an initial award of tenure, or seven (7) years of service at the University, or have at least six (6) years of service since the conclusion of such faculty member's previous sabbatical leave. The faculty member's proposal for sabbatical leave shall include a written plan consistent with the purpose in Article 19, Section C and shall be submitted via the BSU Sabbatical Application Form procedures.
2. The faculty member shall be granted a sabbatical, upon request, one year following an initial award of tenure or ten (10) years following the conclusion of the faculty member's last sabbatical leave.

However, such eligibility is subject to presentation of a satisfactory plan in accordance with Article 19, Section C, Subd. 3 and shall be submitted via the BSU Sabbatical Application Form procedures. Should more than twenty-five percent (25%) of the faculty on an FTE basis of any particular department or program be eligible for and request such a leave, the sabbatical(s) shall be granted in accordance with the following priorities: (1) faculty who have not yet received a sabbatical; (2) faculty whose sabbatical was postponed by this provision; (3) faculty with the

longest service since their last sabbatical. In such circumstances, the President/designee shall grant such leave to twenty five percent (25%) of the faculty within the department or program on an FTE basis.

3. All administrative and service faculty and management personnel who have completed at least six consecutive years of service at Bemidji State University of at least .50 time are eligible to apply for a sabbatical leave.

**Application for sabbaticals for faculty:**

1. Faculty members should submit their sabbatical application form to their department chair by **October 13, 2023.**
2. Department chairs are to forward the application and a statement of recommendation to their Dean/appropriate administrator by **November 9, 2023.**
3. Dean/appropriate administrator is to forward the application and recommendation and his/her recommendation to the appropriate Vice President by **November 21, 2023.**

Information on applying for a Faculty Improvement Grant in conjunction with sabbatical leave may be obtained from the Professional Improvement and Development Committee.

**Application for sabbaticals for administrative and service faculty and management personnel:**

1. Administrative and service faculty and management personnel should submit their sabbatical application form to their immediate supervisor by **November 9, 2023.**
2. Supervisors are to forward the sabbatical and application and a statement of recommendation to the appropriate Vice President by **November 21, 2023.**

All applications submitted will be reviewed and evaluated by the appropriate Vice President and submitted to the President by **December 1, 2023.** Applicants will be notified by the President of the approval/denial of their request by **December 12, 2023.**

Individuals granted sabbatical are expected to notify the President **in writing** of their acceptance/rejection of the sabbatical by **January 12, 2024.**