

**Sabbatical Leave Application**

**For Sabbatical Leaves in Academic Year 2025-26**

Instructions to Applicant: Please complete the information in the table below and use this page as the cover sheet for your application. Attach the additional pages necessary to show the proposed plan to be followed during the requested leave. The purpose and means of implementing your plan must be specific (Section 11.100).

For your convenience, important information from Sections 11.100, 11.110, 11.120, and 11.130 of the [2023-2025 Collective Bargaining Agreement](https://www.msubillings.edu/provost/pdf/CBA.pdf) are included on the following page. Please be sure to carefully review the section related to salary paid during a sabbatical leave (CBA 11.120). A complete application will have all of the required elements noted in Section 11.110 of the CBA.

The original application is to be filed with the appropriate Department Chair on or before **October 20, 2024** (CBA 11.130). The Department Chair shall submit all applications with his/her comments and recommendations to the appropriate Dean on or before **November 1, 2024**. The Dean shall submit all applications with his/her comments and recommendations on each faculty application to the Sabbatical Committee on or before **November 10, 2024**. The Sabbatical Committee submits recommendations to the Provost and Vice Chancellor for Academic Affairs no later than **December 20, 2024**. Applicants will be notified no later than **January 31, 2025**.

**11.000 Sabbaticals and Professional Travel**

Please complete the information requested below and attach this page as the cover sheet for your completed sabbatical leave application. Section 11.110 of the CBA (see next page) outlines all of the elements required for a complete sabbatical application.

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| Name of Applicant:Click or tap here to enter text. | Rank:Click or tap here to enter text. |
| Department:Click or tap here to enter text. | College:Click or tap here to enter text. |
| Total Years of Service at MSU Billings:Click or tap here to enter text. | From:Click or tap here to enter text. | To:Click or tap here to enter text. |
| Years of Service since the completion of the most recent sabbatical award:Click or tap here to enter text. | From:Click or tap here to enter text. | To:Click or tap here to enter text. |
| Indicate the semester(s) for which the leave is requested: | [ ]  Fall 2025 | [ ]  Spring 2026 |

**CBA 11.000**

**SABBATICALS AND PROFESSIONAL TRAVEL**

11.100 SABBATICAL ASSIGNMENT

Any tenured faculty member shall be eligible to apply for a sabbatical assignment during the sixth or later year of service at Montana State University Billings. Years of service shall be computed from the initial date of full-time appointment at MSU Billings or from the termination date of the previous MSU Billings sabbatical assignment. Time spent on a sabbatical assignment shall be excluded in determining years of service toward eligibility for the next sabbatical. Applications are to be submitted during the year prior to the year for which sabbatical assignment is requested.

11.110 SABBATICAL APPLICATION

An eligible faculty member must formally request sabbatical assignment. The application for an assignment to be granted shall include:

1. A definitive detailed plan for the scholarly or professional use of the sabbatical.
2. Anticipated future values of completion of the program for the applicant, for students, for the unit and for the University.
3. A complete vita including a record of all professional activities.
4. A listing of the specific whole term(s) for which assignment is requested.
5. A description of any fellowship or grant or other arrangement that would aid in financing or otherwise supporting the proposed project.
6. The applicant’s signed agreement to return to full-time service with the University for a period of one year following expiration of the assignment or to refund the compensation paid him/her by the University or other unit of the Montana University System during such assignment unless this obligation is specifically waived by the Chancellor or his/her designee.

11.120 LIMITATIONS AND CONDITIONS

The salary paid during a sabbatical shall not exceed one-half (1/2) of the academic year salary established for the individual for a one-semester sabbatical assignment or three-fourths (3/4) of the academic year salary established for the individual for a two-semester sabbatical assignment (Section 11.120).

11.130 PROCEDURES

In evaluating proposals for sabbatical assignment, the Sabbatical Committee shall be guided by the following criteria:

1. The merit of the proposed program – values both for the applicant and for the University.
2. The anticipated values of completion of the proposed program – for the applicant, for the unit and for the University.
3. The quality of the applicant’s teaching and research performance – especially over the immediately preceding six years.
4. The applicant’s length of service with the University with some weight given to those who have served the longest time at Montana State University Billings without a sabbatical.