



Sabbatical Leave Application

For Sabbatical Leaves in Academic Year 2027-28

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 MSUB Faculty Association Collective Bargaining Agreement 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, 2026** (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, 2026**. 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, 2026**. The Sabbatical Committee submits recommendations to the Provost and Vice Chancellor for Academic Affairs no later than **December 20, 2026**. Applicants will be notified no later than **January 31, 2027**.

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.

Name of Applicant:	Rank:	
Department:	College:	
Total Years of Service at MSU Billings:	From:	To:
Years of Service since the completion of the most recent sabbatical award:	From:	To:
Indicate the semester(s) for which the leave is requested:	Fall 2027	Spring 2028

Applicant Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

CBA 11.000**SABBATICALS AND PROFESSIONAL TRAVEL****11.100 SABBATICAL AND PROFESSIONAL TRAVEL 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:

- A. A definitive detailed plan for the scholarly or professional use of the sabbatical.
- B. Anticipated future values of completion of the program for the applicant, for students, for the unit and for the University.
- C. A complete vita including a record of all professional activities.
- D. A listing of the specific whole term(s) for which assignment is requested.
- E. A description of any fellowship or grant or other arrangement that would aid in financing or otherwise supporting the proposed project.
- F. 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 rights of a faculty member on sabbatical assignment shall not be limited in any way and s/he shall retain all rights to promotion, salary increments, insurance, retirement, and other benefits provided in this Agreement. Faculty members on sabbatical assignment will continue to be eligible for employee benefits. Formal study for the required terminal degree as specified in Section 9.331 shall not be acceptable as a sabbatical assignment project.

Sabbatical assignments are granted only for the duration of stated whole terms and are expected to be taken during the period for which an application was made and approved. All sabbatical assignments shall normally be for a period of not less than one semester, or more than one academic year.

The salary paid from institutional funds during a sabbatical assignment shall not exceed one-half of the academic year salary established for the individual for a one-semester sabbatical assignment or three-fourths of the academic year salary established for the individual for a two-semester sabbatical assignment. Special compensation arrangements involving funds from other than institutional sources must be agreed upon and approved in keeping with the following conditions:

- A. Compensation paid during a sabbatical assignment may differ from that paid for regular assignment because it may involve funding from sources other than regular University

funds such as fellowships, assistantships or other sources of limited income including funds available from grants or contracts administered by the University.

- B. Funds from non-University sources may be used to supplement University funds to increase the compensation up to, but not in excess of, the amount that the individual would have earned on regular assignment during the same period.
- C. Funds from non-campus sources must be made directly available to the campus for periodic disbursement to the person in addition to, or in lieu of, regular funds.
- D. Compensation in excess of that which could have been earned on regular assignment may be approved only if all campus funds, including applicable employer paid benefits, have been replaced by funds from other sources.
- E. All compensation received by an individual while on sabbatical assignment must be received through the campus.
- F. No person may be additionally compensated for the time on sabbatical assignment by income from other employment during the same period.
- G. Programs or projects that necessarily involve employment by an employer other than the University may not qualify for sabbatical assignment but may be approved as leave without pay.

11.130 PROCEDURES

Applications for sabbatical assignment shall be made by members of the bargaining unit on forms available from the Academic Vice Chancellor/Provost's Office and shall be submitted to the appropriate Department Chair on or before October 20th of the academic year prior to the year in which sabbatical assignment is desired. The Department Chair shall submit all applications with his/her comments and recommendations to the appropriate Dean on or before November 1st.

The Dean shall submit all applications with his/her comments and recommendations on each to the Sabbatical Committee on or before November 10th. The Sabbatical Committee shall be composed of five faculty members. The Committee shall be appointed by the Academic Vice Chancellor/Provost from a list of ten names provided by the Academic Senate. The Committee shall elect its own Chair annually.

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

- A. The merit of the proposed program – values both for the applicant and for the University.
- B. The anticipated values of completion of the proposed program – for the applicant, for the unit and for the University.
- C. The quality of the applicant's teaching and research performance – especially over the immediately preceding six years.
- D. 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.

The Sabbatical Committee may require interviews of an applicant to facilitate evaluation and ranking of the proposals. The Chair of the Committee or his/her designee should provide an applicant with at least five calendar days' notice of the time and place of the interview. If any interviews are held, the Committee shall afford all applicants the opportunity for an interview.

The Committee shall rank the proposals on the basis of the above criteria and make recommendations to the Academic Vice Chancellor/Provost no later than December 20th. The Committee shall consider only proposed sabbatical assignments that pertain to a single fiscal year.

Following discussions with the appropriate Deans, the Academic Vice Chancellor/Provost will submit recommendations to the Chancellor based on the merit of the proposals and the availability of funds. The number of sabbaticals to be granted shall be determined by the Administration based on the funds available and the quality of proposals. The Administration will strive to allow a minimum of four sabbaticals each year. Decisions on sabbatical assignment awards are not grievable.

11.200 PROFESSIONAL TRAVEL

Faculty members may be authorized through appropriate administrative procedures sufficient time away from their regular assignments to attend scheduled professional meetings or conferences. Faculty should provide a plan to the academic Dean specifying how their responsibilities will be met while on travel. Such travel shall not diminish the learning experience for students, nor shall it place undue advising or other service burden on other faculty. Subject to the availability of funds as determined by the Administration such faculty members shall be entitled to reimbursement for travel and other authorized expenses incurred in attendance at such meetings.

Travel funds for faculty may be granted for the following reasons:

- A. Delivery of a research paper or presentation of other creative endeavor at a national meeting.
- B. Delivery of a research paper or presentation of other creative endeavor at a regional meeting.
- C. A brief research trip for the purpose of collecting data for bona fide research or creative venture.
- D. Service as a critic of a scholarly paper at a national meeting.
- E. Service as a critic of a scholarly paper at a regional meeting.
- F. Participation as a program chair at a national meeting.
- G. Participation at a state-wide regional and national meetings.
- H. H. Other.

Recommendations for the allocation of travel funds will be determined through a peer review process by a faculty member from each college and in the case of Library Faculty a Library Faculty Travel Committee. The Committee will be elected by the faculty of each college. Allocations of travel funds are not grievable. It is understood that the appropriate Dean and the Academic Vice Chancellor/Provost must authorize all travel, and that travel will not be permitted without such authorization.