



# School of Arts and Sciences

## Faculty of Arts and Sciences

### A Quick Guide to Sabbatical Applications

For further information and help navigating this process, contact the Assistant Dean for Faculty Affairs ([Sarah.Wasserman@Dartmouth.edu](mailto:Sarah.Wasserman@Dartmouth.edu)).

#### SABBATICALS

As detailed in the Faculty Handbook (Section 4), the relationship between leave terms and teaching depends on the faculty member's regular full-time teaching responsibility. The same leave definitions apply to **all the various types of leaves**—both professional (sabbatical, leaves for fellowship and awards) and personal (medical, pregnancy, parental, etc.). **Most professional and personal leaves may occur in combinations to yield 2-term or 3-term leaves in a single academic year.** Faculty accrue one sabbatical credit for each term of teaching or in residence (R-term). Sabbatical credits and leave are structured so that 1 term of leave requires 9 credits, 2 terms require 18 credits, and 3 terms require 27 credits.

##### Four courses per academic year:

- 1-term leave: 1 course off (3 courses to be taught)
- 2-term leave: 3 courses off (1 course to be taught)
- 3-term leave: 4 courses off (0 courses to be taught)

##### Three courses per academic year:

- 1-term leave: 1 course off (2 courses to be taught)
- 2-term leave: 2 courses off (1 course to be taught)
- 3-term leave: 3 courses off (0 courses to be taught)

In all cases, *one term of leave grants one course release*. Faculty can contact the Assistant Dean for Faculty Affairs to inquire about their sabbatical credits.

Faculty must apply for sabbatical after discussing their plans with their chair by **November 30** for the subsequent academic year. **Approval is not automatic and the details of a request may need to be adjusted as a condition of approval.** To apply, faculty should submit a [schedule adjustment request](#) that includes an attached document describing their plans for the sabbatical term(s).