

## Sturgeon, Bradley E

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**From:** Moore, Laura  
**Sent:** Wednesday, January 23, 2019 1:24 PM  
**To:** Sturgeon, Bradley E  
**Subject:** Fw: Sabbatical Eligibility Notification

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**From:** Ferguson, Lori on behalf of Willhardt, Mark  
**Sent:** Friday, October 19, 2018 8:28 AM  
**To:** Moore, Laura  
**Subject:** Sabbatical Eligibility Notification

October 19, 2018

Professor Laura Moore  
Department of Chemistry  
Monmouth College

Dear Professor Moore:

Congratulations! According to the schedule established by FIDC, you are eligible to apply for a sabbatical leave during the 2019-2020 academic year.

- Please consult your department chair to decide whether you prefer a fall or spring leave.
- Please let the Academic Affairs Office know as soon as possible **which semester** you plan to be gone.
- Your proposal should contain a recommendation from your department/program chair(s) proposing how essential duties can be covered while you are on leave and any replacement needs.

**On or before November 15, 2018** you should send this office a copy of your detailed proposal by e-mail to Lori Ferguson ([laferguson@monmouthcollege.edu](mailto:laferguson@monmouthcollege.edu)). The committee plans to review your proposal before the start of the spring semester. We also need to know by **November 15, 2018** if you **do not** intend to apply for a sabbatical during the 2018-2019 year.

A description of sabbatical leave is found in the Faculty Manual located on Sharepoint.

<https://department.monm.edu/is/forms/BusinessOffice/PDFs/req-for-payment.pdf>. As stated in the Manual, the purpose of the sabbatical is:

- Professional development
- Scholarly research
- Instructional development
- New course development

In addition, the sabbatical project should support your current or projected responsibilities.

To ensure that all applications are consistent with the stated purposes, please include the following information in your proposal:

- The general purpose of the sabbatical and a description of your proposed project (500 words minimum).
- Any fellowships, scholarships or grants that you have requested or intend to apply for in support of the sabbatical.
- The benefits of the sabbatical project for yourself, the department and the College.
- Estimate of expenses. Each person on sabbatical receives up to \$500.00 to support the project. Other funds may be available through Faculty Travel funds.
- A one or two paragraph abstract which can be used for publicity purposes (e.g., Trustee reports, press releases).

In order to receive college financial support for sabbatical activities, you must submit a request to FIDC by **March 15, 2019**. FIDC will promptly review your request and allocate sabbatical support funds in the manner most beneficial to sabbatical faculty members and the College.

You will be expected to provide a public presentation on your sabbatical work to the faculty during the 2020-2021 year. These are typically given during a Friday colloquium slot but can be given on other days of the week.

I look forward to hearing about your ideas and working with you to support those projects recommended by FIDC. If you have any questions, please feel free to ask any of us involved in the process.

Sincerely,



Mark Willhardt  
Interim Dean of the Faculty

