

CSN Faculty (Third Notice) Fall 2023

Tenured faculty who have completed *six* years of service to the college on a 10 or 12 month contract since their *hire date* or *last sabbatical* are eligible to apply for Sabbatical Leave at the start of the Fall semester, which provides an opportunity to revitalize oneself through scholarship, writing, professional development, or completing a terminal degree.



To apply for sabbatical, begin by contacting Human Resources to verify you are eligible to take sabbatical leave on your projected date. Once you know you are eligible to apply, send an email to the Sabbatical Leave Committee Chair to obtain access to the application resources. You will subsequently receive an invitation to join the Canvas shell that contains the instructions and forms needed for your application. If you don't receive an invitation within 48 business hours, please contact Sabbatical Leave Committee Chair:

David Brodersen (david.brodersen@csn.edu)

Your completed application will include:

Document	Source ¹	Due Date	Cutoff Date
Sabbatical Request Form	Form	Oct 1 st	Oct 15 th , 11:59 <i>pm</i>
Notarized Leave Agreement ²	Form	"	"
Chair's Letter of Support ³	Form	"	"
Curriculum Vitae	Applicant	"	"
Proposal Summary	Form	"	"
Proposal	Form	"	"

¹ Sample forms are on the CSN website. Official forms will be available in the Canvas Shell.

² See: https://at.csn.edu/sites/default/files/documents/notary_list.pdf for a College Notary List (Also available in the Canvas Shell).

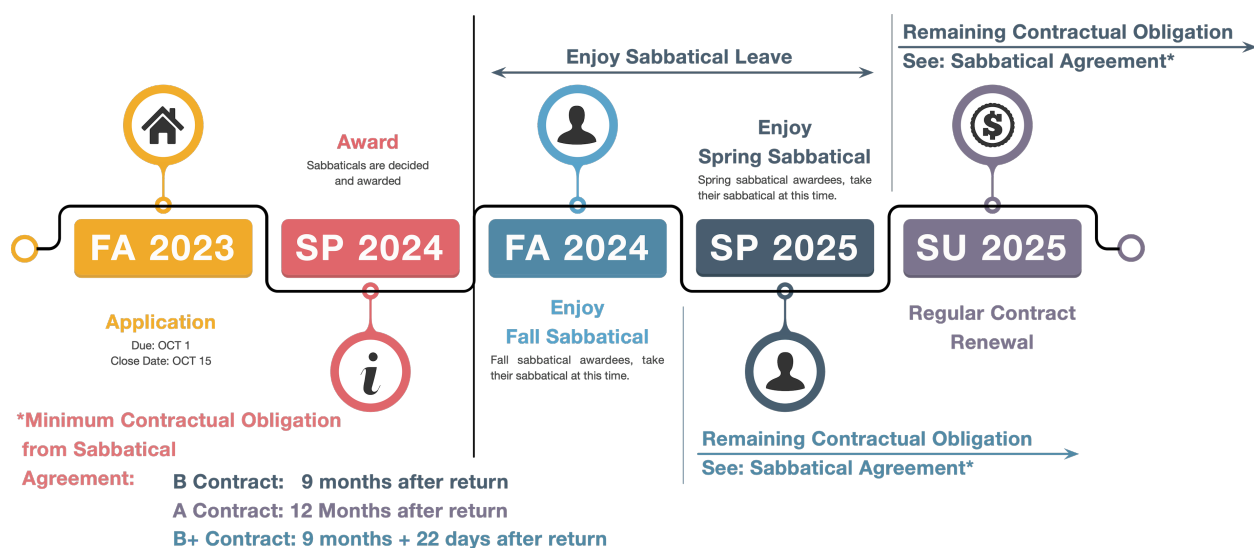
³ This form **MUST** be signed by a department Chair, Dean, or Supervisor who is responsible for evaluating the applicant with signature authority.

The demands that accompany work in higher education keep everyone very busy. With that in mind, please make every effort to make your submission before the due date. As you can imagine, there is a large time demand when evaluating applications, which is intensified by the deadlines of CSN leaders who will be reading and commenting on the applications as they are forwarded up the chain of leadership until it reaches the President for a final decision.

Sabbatical applications should be submitted online via the Canvas shell by October 1st. *There is a grace period until October 15th, but it's best to be on time.* Submission links will be closed and no applications will be accepted after 11:59 pm, October 15th. Questions may be addressed to the Sabbatical Leave Committee Chair, [David Brodersen](#) or committee members.

Although additional information can be obtained from the CSN Sabbatical Leave Web Page at <https://at.csn.edu/sabbatical-leave>, *please note that the most current information is found in the Canvas Sabbatical Application Shell.*

Here is a timeline for the entire sabbatical leave process:




David Brodersen

Chair, Sabbatical Leave Committee

<https://www.csn.edu/faculty-senate-committees2/faculty-senate-committeepage/sabbatical-leave>