



Visit <https://www.umt.edu/provost/faculty/sabbaticals/default.php> for information about the sabbatical process, eligibility requirements, deadlines, etc.

The current sabbatical application form is also linked from that page.

Home View Your Submissions



**UNIVERSITY OF
MONTANA**
OFFICE OF THE PROVOST

Sabbatical Assignment Application (AY 21-22)
Ends on October 30, 2020

In evaluating proposals for sabbatical assignment, the Committee on Sabbatical Assignments shall be guided by the following criteria in order of priority:

1. the merit of the proposed program—values both for the applicant and for the University;
2. the applicant's teaching and research performance (quality and amount)—especially over the immediately preceding six (6) years or twelve (12) semesters or an equivalent period of time comprised of semesters;
3. the anticipated value of completion of the proposed program to the individual, to the department, and to the University;
4. the applicant's length of service with the University (with some weight given to longer service).

We use Submittable to accept and review our submissions.

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Click through to the current sabbatical application form on Submittable (the current form is linked here: umtprovost.submitsabbaticalapplicationAY-24-25). To access this form, choose "Have an account? Sign In."

The image shows a web interface for signing in. At the top, there are two tabs: 'Sign Up' and 'Sign In', with 'Sign In' being the active tab. Below the tabs, the text reads 'Welcome back!' followed by 'Sign in to your Submittable account.' There are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a link labeled 'Forgot?'. Below the input fields are four buttons: a red 'Sign In' button, a red 'Use Single Sign On' button, a blue 'Sign in with Facebook' button, and a blue 'Sign in with Google' button. A green arrow points to the 'Use Single Sign On' button.

Choose "Use Single Sign On." Then log in with your UM NetID and password.



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Review the criteria the Sabbatical Committee will use in evaluating applications.

Name *

Please enter your name (First Last).

Present Academic Rank *

College *

- Alexander Blewett III School of Law
- College of Business
- College of Health
- College of Humanities & Sciences
- College of the Arts and Media
- Maureen & Mike Mansfield Library
- Missoula College
- Phyllis J. Washington College of Education
- W. A. Franke College of Forestry & Conservation

Enter your name in Last, First order. Then select your present academic rank from the dropdown and choose your college.

Academic rank choices are limited to Associate and Full Professor as Assistant Professors are ineligible for sabbaticals.

Academic Unit *

- Department of Anthropology
- Division of Biological Sciences
- Department of Chemistry and Biochemistry
- Department of Communication Studies
- Department of Computer Science
- Department of Economics
- Department of English
- Environmental Studies Program
- Department of Geosciences
- Department of History
- Department of Mathematical Sciences
- Department of World Languages and Cultures
- Department of Native American Studies
- Department of Philosophy
- Department of Physics and Astronomy
- Department of Political Science
- Department of Psychology
- Department of Sociology

After you've chosen your college another question will appear asking you to choose your Academic Unit (department, school, division, etc.).

The College of Humanities & Sciences is pictured here but it will look similar for other colleges.

Hire Date *

(Date format: MM/DD/YYYY)

Years of UM Service *

Include current AY

Academic Year Tenure Became Effective *

To be eligible, applicants must have completed six academic years of satisfactory service prior to the year for which sabbatical assignment is requested.

Have you had a sabbatical assignment previously

Yes No

Next, you'll be asked to enter your hire date, your years of academic service at UM (including the current academic year), the year your tenure became effective, and if you've previously had a sabbatical assignment.

Have you had a sabbatical assignment previously

Yes No

Date of Last Sabbatical (Autumn and/or Spring, Year) *

To be eligible, applicants must have completed at least 12 semesters full-time service at UM since last sabbatical assignment, with no more than two semesters counted in any one fiscal year. Semesters for which other types of leave were granted shall be excluded in determining period of service. Summer sessions do not count as semesters.

Did you submit a report for that sabbatical? *

Yes No Unsure

If you select yes (that you've had a sabbatical assignment previously), you'll be asked to provide the date of your previous sabbatical and if you submitted a report for that sabbatical.

Sabbatical Report

Acceptable file types: **pdf, doc, docx, txt, rtf, wpf, odt, wpd, csv.**

[Choose Files](#)

If you didn't submit your sabbatical report for your last sabbatical or are unsure, you can upload it here.

No files have been attached yet.

If you haven't submitted a sabbatical report or are unsure, you will be prompted to upload it here.

Requested Period of Sabbatical Assignment: *

- Autumn and Spring
- Autumn Only
- Spring Only

Next, please indicate if you're requesting a sabbatical for both Autumn and Spring semesters of the coming academic year or if you're requesting a sabbatical for only Autumn or Spring.

Sabbatical plan details *

Acceptable file types: pdf, doc, docx, txt, rtf, wpf, odt, wpd, csv.

[Choose Files](#)

A detailed plan for the scholarly or professional use of the sabbatical (maximum of 6 pages); (If the timing of your sabbatical is crucial in any way please elaborate.) If relevant, include a description of any fellowship, grant, or other arrangements that would aid in supporting the proposed project. (NOTE: Sabbatical funds are not available for travel or living expenses; do not include requests for additional funding within this application.) Also, if relevant, attach any letters or invitations in the field below.

No files have been attached yet.

You can now upload your sabbatical plan details (in either Word or PDF format). Your sabbatical plan should be a maximum of six pages and cover the scholarly or professional use of the sabbatical, including, if relevant, descriptions of any fellowships, grants, or other arrangements that would aid in supporting the proposed project.

Letters or invitations should be attached separately in the next step.

<p>Supporting documentation</p> <p>Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, tif, tiff, png, wpf, odt, wpd, svg, csv.</p> <p>Choose Files</p>	<p>Attach any letters or invitations relevant to your sabbatical request here. (Limit 10 files, please combine accordingly.)</p> <p>Select up to 10 files to attach. No files have been attached yet.</p>
<p>Curriculum vitae *</p> <p>Acceptable file types: pdf, doc, docx, txt, rtf, wpf, odt, wpd, csv.</p> <p>Choose Files</p>	<p>Please attach your CV.</p> <p>No files have been attached yet.</p>

Next, please upload any supporting documentation, such as letters or invitations relevant to your request (currently, up to ten files can be attached here—if you need more, please let us know) and then upload your CV.

Agreement

If my sabbatical request is granted, I agree to return to full-time service with the University for a period equal to the length of the sabbatical following expiration of the assignment or to refund the compensation paid to me by the University during such assignment, unless this obligation is specifically waived by the President or his designee.

I agree with [Terms of Use](#) *

You must check this box before you can submit.

Autosaved to **your drafts**

Finally, you'll be asked to indicate your acceptance of the terms of the sabbatical assignment and you can submit your application.



Sabbatical Assignment Application (for AY 24-25)

Ends on

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