

Successful Sabbatical Take-Aways

Pre-sabbatical

- Take your sabbatical when you are eligible for it (and can afford it)! It is a “use it or lose it” system with respect to accruing semesters credit. See the contract to learn: <http://www.aaupaft.org/home/contract/all-contract-articles/article-xiii-leaves-of-absence>
- Time spent as a non-represented employee (e.g., Chair, Associate Chair, Associate Dean) does not count toward your sabbatical accruals.
- Start planning early, at least one year prior to the sabbatical. You will need to talk to a lot of people including your department chair, learn about any funding options, figure out what works for your collaborators, family, and others
- Get in touch with Ahmad Ezzedine, AVP for Educational Outreach and International Programs: ad573@wayne.edu, (313) 577-8968 or Jaclyn Assarian about the Fulbright program: 313-577-9319 or jassarian@wayne.edu, <https://oip.wayne.edu/fulbright>
- Have a well-justified plan but it's ok to be flexible, and it's ok to travel or not, as long as it makes sense with what you want to accomplish.

During Sabbatical

- Consider an out of office email message to signal to people that you won't be available for committee work, journal reviews, that your response will be delayed, etc...
- Say 'No' to the things that will get in the way of your sabbatical (panelists agreed that saying no to students was not an option; they did not want to hold up their progress)
- Give yourself the time to explore new ideas, new methods of knowing, time to refresh, relax, and rejuvenate. This all helps the creative process, may spur breakthroughs or insights to inform your work and your teaching, and makes you a better scholar!

After Sabbatical

- Write your sabbatical report and submit to your chair and dean (not necessary to submit to the Provost's Office until you request your next sabbatical (it's required with your application).
- Share your sabbatical experience with your colleagues! Encourage others to go on sabbatical!

For the future, Office of the Provost will build a page with sabbatical resources in Summer 2020.