

The Sabbaticals Abroad Program

The Global Humanities Institute puts a high priority on providing opportunities and support for faculty, staff, and administrators to benefit from personal global experiences. One very feasible way to do this is to arrange for short stays at our academic partners abroad by means of Montgomery College's existing Sabbatical Leave program. Currently, our partner institutions are:

- The University of El Salvador [San Salvador and other locations]
- The University of Central America, El Salvador [San Salvador]
- The Technical Institute in Morazán, a Campus of the University of El Salvador
- Jindal Global University, India [Delhi area]
- Xian University, China [Xian, home of the Terra Cotta Warriors]
- Osmania University, Hyderabad, India

Other partnerships to serve as SA locations, such as Gondar University, Ethiopia, are being added.

Important Information:

1. The most important piece of information about Sabbaticals Abroad is that this leave program is part and parcel of the College's standard sabbatical leave program. All applicants to the SA program must be screened and accepted via the College's sabbaticals application process. SA applications are evaluated using the same rubrics as the standard applications. Applicants for SA must meet the standards and requirements for the regular Sabbatical Leave program, such as following standard guidelines for applications submission, meeting all standard deadlines, and obtaining necessary administrative approvals. All policies regarding sabbatical leave, such as requisite years served and post-sabbatical requirements apply. [See ELITE, PD, Professional Leave <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=70895#SL>]
2. Arrangements with our partner institutions will vary based on their abilities and needs for accommodations. In most instances, Sabbaticals Abroad participants will be provided with housing [or subsidized housing], office space and equipment, and a campus contact who will provide support of various kinds as necessary.
3. It is understood that the SA visitor to partner campuses will have a research agenda of some kind, whether scholarly or classroom-based. We are also there to meet the needs of our partners. The work to be performed at the host institution will also vary depending on the institution's needs. For example, at Jindal University, it is most likely that the SA visitor will participate in teaching in literature or other courses as needed; on the other hand, at Xian University, the visitor will most likely be asked to hold discussions with small student groups, to serve on committees, and other such activities. Part of the work of arranging for the SA experience is matching needs and abilities and coordinating effectively on both sides.

4. Sabbaticals Abroad participants will be expected to attend a pre-departure workshop geared specifically at preparing them for a culturally rich and often complex experience in a culture that is very different from our own.
5. Funding: Expenses to defray the cost of travel must be requested far in advance. These are the standard EAP and Distant Travel funds afforded all faculty, and should suffice for international transportation and living expenses. However, as with the domestic sabbatical leave, it is not likely that all living expenses associated with the sabbatical will be covered or compensated.

Questions?

Contact:

Professor Rita Kranidis, Director of the Global Humanities Institute

Professor Daniel Jenkins, Lead for GHI Sabbaticals Abroad Program and first program participant [November 2017, Xian University]

Do's and Don'ts for Sabbatical Abroad

Prepared by Professor Daniel Jenkins [Xian University, November 2017]

DO

- Prior to applying, do ensure that you have the support of: your Chair, Dean, and Provost; of the GHI Director; and of the host Institution.
- With so many stakeholders, do be prepared to revise your Sabbatical Leave application more than once.
- Do get clarity on what costs associated with your Sabbatical Abroad will be covered, and how they will be covered. If you use EAP funds, do note that these are reimbursed only after you return from your Sabbatical Abroad.
- Do discuss with Chair and Dean the possible impact of your absence on your schedule when you return from Sabbatical Leave, concerning both the semester immediately after and an academic year after your leave period
- Do register your visit with the U.S. State Department, and purchase emergency medical evacuation insurance
- During your Sabbatical Abroad, do be sensitive to the academic and cultural environment, noting that not all of our partner institutions around the world enjoy the same level of academic freedom that we do in the U.S.
- During your Sabbatical Abroad, do accept as many opportunities as you reasonably can to interact with faculty and staff at the host institution, including co-teaching, guest lectures, committee work, etc.
- During your Sabbatical Abroad, do engage with local culture and tourism
- Do eat everything, but have access to antibiotics
- Do journal, take notes, take pictures, videos, and otherwise carefully document your experience to share with the MC community
- Do be a good ambassador of Montgomery College

DON'T

- Don't assume you will enjoy the same protections abroad that you do in the United States; be aware of local laws and regulations, especially as they pertain to what is permitted in the classroom
- Don't assume that all costs will be covered by MC or by the host institution. Get confirmation in advance
- Don't miss any amazing opportunities abroad! Do everything, see everything, even if you're jet-lagged
- Don't forget to carefully document your experience and to compile a report for CPOD upon your return.

Sabbaticals Abroad Application Process

Prepared by Professor Daniel Jenkins [Xian University, November 2017]

1. Discuss possibility of Sabbatical Abroad with Rita Kranidis, Director of the Global Humanities Institute; discuss goals and responsibilities of the sabbatical, expectations of the potential host institution, accommodations, and how the costs of travel and housing will be covered.
2. Discuss possibility of Sabbatical with Chair, then Dean, exploring impact on course offerings at MC, and describing the opportunity for a successful professional experience via Sabbatical Abroad, explaining the benefit that will be delivered to students, your discipline, the Global Humanities, the College, and the community.
3. If your proposal has the support of your Chair, Dean, and the GHI director, contact Rita Kranidis, GHI Director, and Dan Jenkins, Sabbaticals Abroad Liaison, to coordinate your communications with the designated representative of the host institution. If there is an application process for the host institution, being awarded Sabbatical Leave at MC will be dependent upon receipt of an acceptance letter from the host institution.
4. Contact CPOD to discuss the Sabbatical Leave application process and timeline. CPOD can direct you to the Sabbatical Leave Committee Chair and to previous awardees to receive input on the qualities of a successful application. There may also be workshops and information sessions on developing your application.
5. Develop your Sabbatical Leave application and submit to CPOD approximately one year in advance of your proposed leave period, but generally no later than August, which has historically been the deadline for proposals. The Sabbatical Leave Committee is made up of full-time faculty who serve two-year terms. The committee meets once in August to receive their charge, then evaluates proposals independently. The committee convenes again in January to identify potential awardees and passes its suggestions on to the Senior Vice President for Academic Affairs, with whom the decision to award Sabbatical Leave ultimately rests.
6. In the first Spring semester after your submission, you will be notified of your acceptance or rejection of Sabbatical Leave.
7. You must then make travel and housing arrangements. Be sure to contact your Dean and the GHI Director to determine what funding sources exist and how you will be able to use them to finance your trip. If using EAP funds, note that these are generally reimbursed after you complete your academic residency.

8. As you prepare your teaching material for your Sabbatical Abroad, contact your host institution for guidelines about the teaching environment, since not all of our partner institutions around the world enjoy the same academic freedom as Montgomery College.
9. After you return from your Sabbatical Abroad, be sure to create a report on your experience, and submit to your Chair, Dean, the GHI Director, and CPOD. Failure to submit a report could result in the College requesting a reimbursement of the salary you received during the Sabbatical Leave period.

Tips for Successful Sabbaticals Abroad Applications

Prepared by Professor Daniel Jenkins [Xian University, November 2017]

- Successful applications have the clear support of Chair, Dean, Provost, the GHI Director, and the host institution.
- Successful applications clearly identify an array of benefits for the faculty member's own professional development, the discipline, the Global Humanities, MC students, the College, and Society, emphasizing the generation of opportunities for cultural transmission and mutual understanding across national boundaries.
- Successful applications articulate goals for the Sabbatical Leave period and identify activities that will help to achieve those goals, and include a timeline indicating when and how those goals will be achieved.
- Successful applications indicate that the proposed work is the work of a full academic semester and that it cannot be completed while fulfilling typical teaching obligations at Montgomery College; the application must show that Sabbatical Leave is necessary to achieve the stated objectives.
- Successful applications include a letter of support from the host institution.
- Successful applications include a clear plan for sharing the sabbatical leave experience with the Montgomery College campus community.