



Center for Advancing Faculty Excellence

Mini-Sabbatical Program

Purpose The Mini-Sabbatical program is designed to enable mid-career faculty to learn new technologies or build new collaborations for purposes such as:

- Pursuing funding opportunities
- Building new collaborations for scholarly activities
- Developing new courses, or enhance existing classes

The program provides the funding to enable a short-term (≤ 2 months) stay at an external location to achieve these ends. For example, you may propose to be a Visiting Scientist at a university to build a network of colleagues to pursue funding opportunities, or spend time in industry to learn new technologies to bring to the classroom, or spend time at a national lab performing research. This program is not meant to augment or substitute for normal sabbaticals.

Eligibility All full-time, Missouri S&T faculty at the rank of associate professor, associate teaching professor, and associate research professor are eligible to apply. Individuals are eligible to apply once per five-year period.

Funding Awards will be less than or equal to \$8,000. Faculty are encouraged to seek matching funds to facilitate activities that would exceed this amount. Allowable costs include travel and accommodations at the proposed mini-sabbatical site. Salary funds would be considered if necessary for cost-sharing purposes. If awarded, applicants agree that they are required to remain in full-time service to S&T for the amount of time they plan to be gone, or to reimburse the CAFE within three months for the cost of the mini-sabbatical funding.

Proposal Submit a proposal to the CAFE office via email at cafe@mst.edu, or mail to 207 Norwood Hall. Applications are accepting on a rolling basis. The proposal should contain the following information:

- Cover Sheet (name, department, phone/email, project title, date, date you started at S&T, signature, signature of department chair(s))
- Mini-Sabbatical Description:
 - Purpose and objectives
 - Location and duration
 - Expected outcomes
- Budget with justification

Review Process Proposals will be reviewed by members of the CAFE team using the following evaluation criteria: How does the proposed mini-sabbatical aid in the success of the faculty member? Is the budget reasonable and justifiable?

Report Awardees will be asked to complete a one-page report that summarizes the results of their mini-sabbatical within one month of their return, and will provide a presentation to a faculty forum at S&T. If called upon to do so, awardees may also be expected to present at other venues (ie. Academic Affairs Office at UM System).

