

College of Arts and Sciences

Guidelines for Sabbatical Applications

General Guidelines-

1. A sabbatical is ordinarily granted for one academic quarter, but may be granted for a maximum of one calendar year. Faculty are eligible to apply for a sabbatical of one academic quarter after six quarters of full-time service to the university, or a sabbatical of one academic year after six years of full-time service (see Faculty Handbook, III 4.2.
2. The committee shall receive proposals that clearly indicate the goal to be accomplished, whether this be publication, public presentation, or classroom enhancement. The committee may use information regarding applicant's prior use of sabbaticals to inform its recommendation to the CAS Dean.
3. Previous denial of sabbatical request does not allow one priority over other sabbatical applicants in subsequent application rounds.
4. Scheduling of sabbaticals is contingent on the fiscal and personnel resources of the university, the school, and the department, or financial support from other sources.
5. The **faculty member** requesting the sabbatical leave should submit the following documents to his/her department chair:
 - a. a completed and signed *Leave Form* (available at the Dean's office)
 - b. a proposal outlining the proposed sabbatical activities (see below)
6. The **department chair** must:
 - a. sign the leave form
 - b. write a departmental evaluation letter in support of the application (if the chair is applying for sabbatical, this letter should be written by a senior faculty member); this letter should address the following:
 - i. Is the proposed activity within the expertise of applicant, **or**, for a proposal that involves new work, has the applicant adequately identified resources, bibliography, and/or mentor necessary for success? Is the proposed schedule of activities realistic?
 - ii. Does the project have scientific/scholarly merit?
 - iii. Will the proposed project positively impact the long-term goals of the

department, the applicant's classroom activities, and his/her professional growth?

- c. submit the package (including the completed Leave Form, letter of support, and proposal) to the CAS Dean's office.

Proposal Guidelines:

1. The proposal shall be concise and written to be understood by committee members who are not experts in the applicant's discipline. It shall be not more than six (6) pages in length, and shall include the following sections:
 - a. **Introduction:** brief background information about the project, its significance, and its relationship to the applicant's discipline and current work.
 - b. **Hypothesis/End Point:** statement of the research hypothesis or a description of the finished product.
 - c. **Methods:** description of the methods to be employed to test stated hypothesis or to achieve desired endpoint. Include the techniques to be used, procedures to be followed, library or other resources to be used, projected use of time, etc.
 - d. **Impact:** description of the ways in which this project will result in professional growth for applicant. Should include:
 - i. how the project contributes to the long-term goals of the applicant's department
 - ii. how likely the project is to produce results leading to publication or public performance
 - iii. how the project will impact the applicant's classroom activities
 - e. **Bibliography** (not included in the 6-page limit).

Evaluation Procedure:

The CAS Faculty Research Committee will evaluate the application (see attached evaluation outline) and report a recommendation to the Dean's office. Recipient will be notified of the granting of his/her sabbatical by the Dean's office.

Progress Report:

For sabbaticals of more than one quarter, a progress report is required. The progress report shall be due *at the end of each quarter of the sabbatical*. The purpose of the progress report is to inform the Dean and the CAS Faculty Research Committee of the applicant's progress toward the project's ultimate goals, and to aid the Dean and Committee in making decisions for the subsequent funding periods. As such, the progress report is somewhat informal. Progress reports should include the following elements:

1. description of work performed to date
2. statement of any difficulties encountered
3. progress toward ultimate goal as stated in sabbatical application

Final Report:

Individuals shall submit a formal, final report to the CAS Dean's office within one (1) month of the *end of a one-quarter sabbatical*. For sabbaticals of more than one quarter, the final report shall be due within three (3) months of the *end of the sabbatical*. The report is reviewed by the CAS Faculty Research Committee for possible comments to be sent to the faculty member and filed with the CAS Dean's office.

**Revision in progress.*

The report should be concise and should be written to be understood by committee members who are not experts in the discipline of the recipient. The report should contain the following:

1. **Introduction:** brief explanation of overall goal of the project.
2. **Methods:** description of work completed and the steps, which were taken to accomplish the work (this will vary significantly by discipline).
3. **Status:** statement of the status of ultimate goal as stated in grant application; summary of specific accomplishments.
4. **Personal Reaction:** brief statement of personal feelings regarding the project; for example, was it a satisfying experience? Were any unanticipated lessons learned? Did results inspire further work and new directions?
5. **Avenues of Reporting:** statement regarding anticipated avenues of reporting the work professionally, including presentations at professional meetings, public performances, articles in refereed journals or other publications, and major incorporation in the classroom.

Failure to fulfill these obligations (timely filing of progress report, if applicable, and formal report) will be taken into account by the Faculty Research Committee at the time of any subsequent application.

