



## PROCEDURE

### **Sabbatical Leave Application Procedure**

Procedure Administrator: Director of Grants Development

Authority:

Effective Date: April 10, 1978; May 3, 1978; June 21, 2010

Index Cross-References: Policy I-52.2: Research and Professional Development Committee

Procedure File Number: 1096

Approved By: Dr. Herman J. Saatkamp, Jr., President

#### I. PURPOSE:

To establish the procedure for reviewing applications for Sabbatical Leaves.

#### II. PROCEDURE:

- A. Faculty and librarians may apply for sabbatical who, as of June 30 prior to the year for which the leave is requested, have completed a period of six or more consecutive years of service. Sabbatical leaves are granted no more frequently than once every seven years. Applications shall be submitted to the Grants Office for review by the Research and Professional Development Committee. Unsuccessful applicants in a given year will continue to be eligible without priority or prejudice in succeeding years.
- B. Applications may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher.
- C. Applicants should complete all the forms and information required for a proposal to the Research and Professional Development, except the budget form. The proposal content includes: 1) Application Cover Sheet, 2) Funding History/Accountability Form, 3) Description of the Project, 4) Conditions for Internal Awards Form, and 5) curriculum vitae. Limited supplementary materials, if appropriate, may also be submitted as evidence for the sabbatical project.

- D. The Committee will review and rank all applications on the basis of apparent merit, considering such criteria as intellectual or creative significance, importance and effectiveness in furthering professional development, positive and enriching impact on curricular offerings, evidence that required facilities/support are or will be available, the probability of making significant progress on the proposed project within the term of the sabbatical and the likelihood that the intended outcome(s) can be fulfilled. Since no single proposal is likely to be equally meritorious with respect to all of the above criteria, or others that might also be considered, it is of utmost importance that each applicant clearly specify the rationale upon which his/her particular proposal is based and then make an appropriate case to support the proposal in that context. Factors such as program, faculty, or staff affiliation, rank and length of service at the University beyond the minimum required will not enter into the Committee's ranking decisions.
- E. No member of the Research and Professional Development Committee who is applying for a sabbatical may participate in the Committee's sabbatical deliberations for that year. In order to ensure that all Schools of the University are fairly represented, that member will be replaced, only for evaluation of sabbatical proposals, by an alternate elected by the members of his/her School or appointed by his/her collective bargaining unit representative.
- F. The Committee shall forward its recommendations to the Provost. He/she will discuss applications with the Deans' Council, may add comments and will include his/her recommendation. Following a final conference with the Chair of the Committee on Research and Professional Development, the Provost will forward all comments and recommendations to the University President. The President shall recommend to the Board of Trustees, who has final approval for sabbatical leaves. The Provost shall inform the applicant of the Board's decision within 20 calendar days, with a copy to the Committee on Research and Professional Development and the Grants Office.
- G. Recipients of sabbaticals will submit reports to the Grants Office and to the Provost by October of the year following a sabbatical leave.

III. DEADLINES:

- A. Applications for sabbaticals must be submitted during the Fall semester, for leaves during the following academic year; and
- B. The Committee shall complete its review of applications and make its recommendations no later than March 1<sup>st</sup> of the year involved.

Approval History:

	Date
President	6/21/10