

Sabbatical Leave Guidelines 12 March 2012

Responsibilities of the Applicant:

1. Applicants should realize that this is a **competitive process**. There are a limited number of sabbatic leave slots that can be granted (generally about 24) and there may be many, many more applicants. The Sabbatic Leave Committee is required to select only meritorious proposals, not to exceed the number of sabbatic leave slots.
2. In addition to following the instructions posted on CCSU's Human Resources website, applicants are advised to attend all sabbatical leave workshops sponsored by HR and CCSU-AAUP.
3. To improve chances of being awarded sabbatical leave, be certain to address all the categories requested, as proposals will be evaluated based on these criteria.
 - a. **Purpose and objectives of the project proposed during your sabbatic leave.** How does this relate to work you have done? Will it allow you time to fully realize a project you have been working on for some time? Alternatively, how will your sabbatic leave activities advance or redirect your creative activity?
 - b. **Preparation: existing knowledge and/or work to date.** If you are continuing an already started project or continuing on with current research, relate the sabbatic leave work with what you already have accomplished. If you are venturing in a new direction, show how your previous work has prepared you to go towards this new direction.
 - c. **Proposed activities and methodology.** Whenever possible, this should include a timetable. It is important to demonstrate that the body of work you intend to produce during sabbatic leave can be accomplished in one semester, i.e. it is not too large a project. Conversely, it is important to demonstrate that this is a substantial enough project to require a semester of leave.
 - d. **Potential value to the university, to your discipline, to your students.** Here you should explain how your sabbatic leave will benefit you professionally as an academic within your field, how this will benefit the university and how it benefits your students.
 - e. **Expected outcomes.** What do you expect will be the outcomes, and how are these outcomes valuable to you professionally, the university, and your students? For example, if you are writing a book, the book and its use is the outcome. If you are engaged in a research project, then presentations and manuscripts may be your outcome.
4. In addressing the points in #3, remember that the application is being read and evaluated by faculty from many different disciplines. Be clear! It is difficult to rate a project when the objectives and activities are difficult to understand.

5. Come for the requested interview. Despite applicant's best efforts at being transparent and lucid, the Committee may have questions concerning the application. This is applicant's opportunity to clarify project proposal and to address questions.
6. Make certain the application is complete. For example, a *curriculum vitae* is required and should be attached.
7. Submit (a) application to department's Department Sabbatical Leave Committee and (b) an electronic copy to the CCSU-AAUP office. The application is not complete until applicant receives a confirmation email indicating the CCSU-AAUP has received the application.
8. Applicants who are awarded a sabbatical shall submit a report to the Provost's office within six weeks of the beginning of the first term after return from sabbatical leave.

Responsibilities of the Department:

9. As part of faculty support, this is an opportunity for the Department to share past successful sabbatical leave applications from the department with fellow faculty. The department, or the departmental Sabbatical Leave Committee, should offer assistance to all faculty preparing a sabbatic leave proposal.
10. The departmental Sabbatical Leave Committee shall verify with the CCSU-AAUP office that all proposals from department members have been received by the Committee.
11. The departmental Sabbatical Leave Committee shall write a letter of support for faculty sabbatic leave projects, explaining the importance the project holds for the department and its mission.

Responsibilities of the Deans

12. The Deans shall verify with the CCSU-AAUP office that all proposals from member of the school have been received by the Committee.
13. The Deans shall forward the proposals to the Provost.

Responsibilities of the University Sabbatical Leave Committee:

14. The University Sabbatical Leave Committee shall verify with the CCSU-AAUP office that all proposals from AAUP faculty have been forwarded the Committee.
15. The University Sabbatical Leave Committee will maintain confidentiality concerning the contents of the sabbatic leave applications and the discussions of these applications within the meetings.
16. Be present for all the committee meetings, including the interview sessions, so that each applicant is heard fully.

17. Read each of the applications carefully and score them consistently.

18. Each proposal will be scored by each of the nine members of the University Sabbatical Leave Committee. Each committee member will read each application and assign a score to each of the categories from #3. The score will be a numerical value (1-5) where

1 = not recommended

2 = poor

3 = fair

4 = good

5 = excellent

A total of these 5 scores will be the numerical value assigned by each member to each proposal. After the high and low scores for each proposal are removed, an average of the remaining seven scores will determine the ranking of the proposals.

19. Consider holding spots for meritorious proposals dependent on Fulbright grants or other external awards.

19. When the Committee does not find a proposal meritorious, the Committee will communicate the reasons to the applicant.

20. Submit the entire list to the Provost in priority rank order, specifying which proposals the Committee considers meritorious and which not. Any meritorious proposals not accommodated in the initial round of funding will be funded in rank order if additional funding becomes available.

21. Report publicly to the Faculty Senate each Spring.