

Sabbatical Leave Ad Hoc Committee – Recommendations December 2011

Responsibilities of the Applicant:

1. Realize that this is a **competitive process**. There are a limited number of sabbatic leaves that can be granted (generally about 24) and there may be many, many more applicants. The Sabbatic Leave Committee is required to select only as many awardees as there are sabbatic leave slots.

2. To improve your chances of being awarded sabbatic leave, be certain to address all the categories requested, as your proposal 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.

3. In addressing the points in #2, 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.

4. Come for the requested interview. Despite your best efforts at being transparent and lucid, the Committee may have questions concerning your application. This is your opportunity to clarify your project and address questions.

5. Make certain your application is complete. A curriculum vitae is required and should be attached.

Responsibilities of the Department:

6. As part of faculty support, this is an opportunity for the Department to share past successful sabbatical leave applications from your department with fellow faculty. The department, or the departmental Sabbatic Leave Committee should offer assistance to all faculty preparing a sabbatic leave proposal.

7. The departmental Sabbatic Leave Committee should write a letter of support for faculty sabbatic leave projects, explaining why it will be important for the department.

Responsibilities of the University Sabbatic Leave Committee:

8. The University Sabbatic Leave Committee will maintain confidentiality concerning the contents of the sabbatic leave applications and the discussions of these applications within the meetings.

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

10. Score the applications based on the criteria in #2. The scoring will be done with the following rubric: Each committee member will read each application and assign a score to each of the categories from #2. The score will be a numerical value (1-5) where

1 = not recommended

2 = poor

3 = fair

4 = good

5 = excellent

An average of these 5 scores will be the numerical value assigned by each member to each proposal. Each proposal will be scored by each of the 8 members of the University Sabbatic Leave Committee. An average of these scores will determine the ranking of the proposals.

11. Be present for all the committee meetings, including the interview sessions, so that each applicant is heard fully.