

# *Sabbatical Leave Committee Annual Report for Faculty Senate for 2018-2019*

May 6, 2019

Co-Chairs

Dr. Maria Mitchell

Dr. Meg Levvis



# Membership 2018-19

- **AMMON COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES**
- FINE ARTS: Sheri Fafunwa-Ndibe (Art) 20 (0)
- HUMANITIES: Matthew Ciscel (English) 19 (1)
- SOCIAL AND BEHAVIORAL SCIENCES: Jennifer Hedlund (Criminology and Criminal Justice) 20 (0)
- **SCHOOL OF BUSINESS**
- Jason Snyder (Management Information Systems) 20 (0)
- **SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES**
- Meg Levvis (Nursing) 20 (0)
- **SCHOOL OF ENGINEERING, SCIENCE, AND TECHNOLOGY**
- ENGINEERING AND TECHNOLOGY: Bin (Brenda) Zhou (Engineering) 19 (1)
- NATURAL, MATHEMATICAL AND COMPUTER SCIENCES: Maria Mitchell (Mathematical Sciences) 19 (1)
- **AT LARGE**
- Kristine Larsen (Geological Sciences) 20 (0)
- **LIBRARIANS, COUNSELORS AND COACHES**
- Dana Hanford (Library) 20 (0)



# MISSION

- The Committee receives all sabbatical requests and proposals as submitted to the University President by the various departments and areas, and makes recommendations to the President on the basis of merit and in conformity with the current BOT/CSU/AAUP contract.



# Functions and Responsibilities (AAUP)

- The Committee shall invite eligible faculty to submit sabbatical proposals. The invitation for sabbatical proposals shall include the criteria used in the past (**a possible way to accomplish this is to make the rubric publicly available**). The Committee shall inform potential applicants of any changes to the selection criteria.
- The Committee shall receive all requests and proposals as submitted to the University President by the various departments and areas. The Committee shall make recommendations to the President on the basis of merit and in conformity with the current BOT/CSU/AAUP contract. Applicants shall be given an opportunity to appear before the Committee prior to its making a decision and shall respond in writing to any Committee request for material. **The Committee should consider holding spots for meritorious proposals dependent on Fulbright grants or other external awards. In case of denial, the Committee will communicate the reasons to the applicant.** The Committee shall report publicly to the Faculty Senate each Spring.

- ***In the Bylaws***



# Sabbatical Leave Committee Criteria

- 1. Purpose and objectives of the project proposed during sabbatical leave.
- 2. Preparation: existing knowledge and/or work to date.
- 3. Proposed activities and methodology.
- 4. Potential value to the university, to your discipline, to your students.
- 5. Expected outcomes.
- 6. Outcome of your past sabbatical leave. (if within the past 10 years)



# The Rubric

Sabbatical Leave Committee					Rankings:				
Evaluation form					1: Not recommended				
Fall, 2018					2: Poor				
					3: Fair				
					4: Good; recommended				
					5: Excellent; highly recommended				
YOUR NAME:									
College of Liberal Arts & Social Sciences (CLASS) 20									
Salutation	First Name	Last Name	Purpose and objectives	Existing knowledge and/or work to date	Proposed activities and methodology	Potential value to university, discipline, students	Expected outcomes	Outcome of sabbatical within the past 10 years	PJR
	Sample	Scoring	5	5	5	5	5	5	30



# The Rubric

[illegible]

# The Rankings Six Categories

- Each proposal shall be scored by each of the nine members of the Sabbatical Leave Committee (AAUP). Each committee member shall read each application and, after the interviews have been conducted, assign a score to each of the six categories from #3. The score shall be a numerical value (1 – 5), where

1 not recommended

2 poor

3 fair

4 good

5 excellent

## Sixth Category

### Outcome of Sabbatical Leave

A score of 5 shall automatically be awarded to all applicants who have never been on sabbatical leave at CCSU, and to all applicants whose last sabbatical leave at CCSU ended more than ten years before the due date of the application.





# Calculations Methodology

- The total of the 6 scores shall be the numerical value (between 6 and 30) assigned by each member of the Sabbatical Leave Committee (AAUP) to each proposal.
- After the highest and lowest scores for each proposal are removed, an average of the remaining 7 scores shall determine the rankings of the proposals.



# Sabbatical Leave Guidelines

## Approved by Faculty Senate 30 April 2012

- Responsibilities of the Applicant:
  - 1. Applicants should realize that this is a competitive process. There are a limited number of sabbatical leaves that can be granted (generally about 24) and there may be many, many more applicants. **The Sabbatical Leave Committee (AAUP) is required to select only meritorious proposals**, not to exceed the number of sabbatical 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.



# Sabbatical Leave Guidelines

## Continued

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 sabbatical 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 sabbatical 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 sabbatical 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.



# Sabbatical Leave Guidelines

## Continued

- 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 sabbatical 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 sabbatical leave will benefit you professionally as an academic within your field, how this will benefit the university and how it benefits your students.



# Sabbatical Leave Guidelines

## Continued

- 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.
- f. Outcome of past sabbatical leave. If you have been on sabbatical leave at CCSU, and the sabbatical leave's end date was at most ten years before the due date of your sabbatical leave application, **include in your application a section discussing the outcomes of your past sabbatical leave.** This statement can be based in whole or in part on the report you submitted after your sabbatical. If you did not accomplish as much as you would have liked due to extenuating circumstances, this should be stated clearly.



# Sabbatical Leave Guidelines Continued

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 the applicant's opportunity to clarify project proposal and to address questions.
6. Make certain that **the application is complete.** For example, a curriculum vitae is required and should be attached.



# Statistics

- *There were 38 applications:*

CLASS	20
Business	3
SEST	10
SEPS	3
Library	2

Total **38**

- *There were 24 sabbatical leaves available, all 24 were awarded with the following breakdown:*

CLASS	14
Business	0
SEST	8
SEPS	0
Library	2
Total	<b>24</b>

Don	Adams	Philosophy	CLASS
Clifford	Anderson	Engineering	SEST
Rebecca	Boncoddo	Psychological Science	CLASS
Mathew	Foust	Philosophy	CLASS
Leah	Glaser	History	CLASS
Julia	Kara-Soteriou	Literacy, Elementary and Early Childhood	SEPS
Elena	Koulidobrova		CLASS
Stan	Kurkovsky	Computer Science	SEST
Sadie	Marjani	Biology	SEST
Sarah	Maurer	Chemistry and Biochemistry	SEST
Yunliang	Meng	Geography	CLASS
Edward	Moore	Engineering	SEST
Maria	Passaro	Modern Languages	CLASS
A. Fiona	Pearson	Sociology	CLASS
Heather	Prescott	History	CLASS
Christopher	Pudlinski	Communications	CLASS
Jared	Ragusett	Economics	CLASS
Julie	Ribchinsky	Music	CLASS
Rachel	Schwell	Mathematical Sciences	SEST
Nimmi	Sharma	Physics & Engineering Sciences	SEST
Fumilayo	Showers	Sociology	CLASS
Nghi	Thai	Psychological Sciences	CLASS
Renata	Vickrey	Special Collections	Library
Ewa	Wolynska	Special Collections	Library



# Sabbatical Leave Committee Summary and Recommendations

- Applicants should realize that this is a **competitive process**, and the application is being read and **evaluated by faculty from many different disciplines**.
- The **Rubric** should be included in the Package/Application.
- We strongly recommend that all applicants **appear** before the Committee.
- The Sabbatical Leave Request and Recommendation Form needs to be revised to be aligned with the Rubric, for example VI.
- **We feel that the following areas need clarification or need to be reviewed:**
- The Committee should consider holding spots for meritorious proposals dependent on Fulbright grants or other external awards.
- In case of denial, the Committee will communicate the reasons to the applicant.



# Thank you for your time

