

## **Sabbatical Leave Guidelines and Application**

### **Description and Philosophy**

Sabbatical Leave provides an opportunity for professional development for individual faculty members. Faculty may choose to use this opportunity to improve their college teaching; to grow in their discipline, such as engaging in research, publication, or artistic performance or productivity; or to enhance their leadership potential.

### **Application Procedure**

Applicants should complete and submit the online application form. Next applicants should download, sign and have their Department Head complete the Administrative Support Form (ASF). The Department Head should mail the ASF to the Director of Faculty Development. The online applications and the ASF must reach the Faculty Development office by **date listed on web site** of the academic year proceeding the year for which the sabbatical leave is requested. Those receiving sabbatical leave will be notified on or before January 1. Applications are reviewed by the Faculty Development Committee. The Faculty Development Committee makes recommendations which are forwarded by the Faculty Development Office to the Vice President of the College. Final selection will be made by the President and the Vice President of the College.

### **Conditions**

1. While on leave, faculty members will receive compensation according to the following schedule:
  - a) 2 semesters' leave-- $\frac{1}{2}$  salary
  - b) 1 semester's leave--full salary
  - c) Fringe benefits will continue throughout the leave, whether for 1 or 2 semesters
2. Members of the faculty who accept a sabbatical leave will be under obligation to return to the college for at least 2 years unless explicitly released by the President of the college.
3. Members of the faculty who are within 2 years of the mandatory retirement age should not plan for leave under the sabbatical policy.
4. Except under special contractual arrangements, faculty on sabbatical do not have responsibilities on the Meredith campus. Administrative and/or teaching duties at other institutions may not be engaged in unless these contribute to the individual's professional growth.

## Sabbatical Leave Guidelines and Application Guidelines for Applications

A completed application includes:

- \_\_\_\_\_ Application form
- \_\_\_\_\_ Proposal
- \_\_\_\_\_ Administrative Support statement from Department Head
- \_\_\_\_\_ Administrative Support statement from a Program Director if this project impacts another area such as Honors, Women's Studies, or General Education.
- \_\_\_\_\_ Supporting documentation (optional)

### Application Component Descriptions

**Application form:** the application form must be completed by the applicant. This form will serve as the cover page for the proposal. It provides general information about the applicant and his/her history of college support for projects.

**Proposal:** The typed proposal should describe the nature, purpose and timeline for the professional activities. Often this portion of the application is 2-3 pages in length. Components of the proposal are outlined below. Incomplete applications cannot be considered for funding.

Proposal Components:

- **Overview of the project including goals:** Describe the nature and goals of the work you propose to do if the sabbatical is granted. Discuss specific activities you will complete in the semester in which sabbatical is requested. Provide a specific, concrete plan describing what actions you will take to implement the development plan. Most important is specifying what actions you will complete; that is, the activities performed, skills acquired or improved, products generated, or outcomes that you will complete and submit to the committee at the end of the award period. Outcome criteria are best generated by the individual applicant; however, it is essential that meeting these criteria can be demonstrated to an outside observer in an objective manner. Specific examples might include completing a book or research project analyzing a set of data, in which case the book or publication draft could serve as the outcome submitted.

The proposal must specify what actions faculty members will complete during this time, in a way that would allow the committee to determine whether the goals have been completed.

## Sabbatical Leave Guidelines and Application

- **Justification in relation to the college:** Explain how this project will contribute to the college. If applicable, explain how this project furthers departmental or program goals. If a new course is being developed, give information about when the course will be offered and how the course fits into appropriate curricula. If it is essential that your request be approved for the semester and year for which you have applied, please explain.
- **Rationale for the project in relation to your professional development goals.** Explain the importance of this work in relation to your professional development goals. We ask for the rationale section because professional development is best conceived as an ongoing, integrated process, rather than as participation in isolated activities or a one-time effort. In order to promote thoughtful integration, individuals are asked to describe how the proposal relates to their long-term goals. The long-term goals help to determine the context of the proposal and how it will enhance your professional, pedagogical, and/or artistic development.
- **Projected timeline of activities.** Using a bulleted format, outline when the various aspects of the project will take place. This should include preparation made before the application or award date as well as activities that will continue beyond the semester award.
- **Any supporting documentation is welcome.** Mail supporting documents to the Director of Faculty Development. These items will not be returned.

### Types of Project Proposals

Requests for Sabbatical Leave might include, but are not necessarily limited to, proposals of the following nature:

- \*Development of new courses/improvement of existing courses.
- \*Development of significant new teaching techniques, tools, or approaches.
- \*Work on research projects, articles, books, papers, or manuscripts.
- \*Involvement in artistic activity, for development of process or product.
- \*Preparation of grant proposals.
- \*Enhancement of leadership and/or administrative skills.
- \*Professional experience in one's discipline outside the college environment, e.g., with different populations, organizations, etc.

## **Criteria for Sabbatical Leave Awards**

Recommendations for awards will be made primarily on the following criteria:

- a) High quality of proposal, including a well-developed plan of goals and articulated action strategies
- b) Feasibility of proposed action and relationship to goals
- c) Plan for reporting or presenting the results of the project
- d) Productive use of previous sabbatical leave or professional time
- e) Progress made to date on proposed actions and goals
- f) Service to the College

When proposals are judged to be of equal quality, the following guidelines will be applied, not necessarily in order of importance:

- Impact for future contributions by the faculty member to the College
- Needs of the College and individual departments
- Timeliness, acute relevance of project, window of opportunity, etc.
- Balance of opportunities among improvement of teaching and professional productivity, including research, writing, production performance, etc.
- Balance of opportunities among departments and disciplines

Applicants are strongly encouraged to meet with the Director of Faculty Development to discuss sabbatical proposals. Copies of successful applications are available from the Director of Faculty Development for your perusal