
SABBATICAL LEAVE GUIDELINES

Revised S

Criteria for Evaluating Sabbatical Leave Proposals

- A. Likelihood of applicant to accomplish objectives of planned study or investigation. Is the description of activities logical and complete?
 1. Is the requested term of leave sufficient or appropriate for the scope of proposed activities?
 2. Ability to accomplish plans as reflected in vita.
 3. If the proposal assumes cooperation from other institutions or investigators, are letters included indicating their support?
 4. Is the time schedule of proposed activities to increase professional development of the applicant appropriate?
- B. Funding information. The applicant for sabbatical leave must demonstrate that the resources, both internal and external, are adequate to fulfill the objectives of the proposal.
- C. Capability of proposed activities to increase professional development of the applicant.
 1. What new skills, learning, or accomplishments in the areas of faculty development, teaching, research and/or creative activity are likely to result from successful completion of the sabbatical?
 2. What benefits are likely to accrue to the university and to the broader community?
 3. How important are these skills to the professional development of the faculty member?
 4. Is a sabbatical leave necessary in order to undertake the proposed activities?

Process for Committee Consideration of Sabbatical Leave

- A. Proposals for sabbatical leave will stand on their own merit. Questions will not be addressed to applicants, nor will applicants be invited to make presentations.
- B. Sabbatical leave proposals will be considered at a meeting specifically called for that purpose. A quorum for the meeting(s) shall consist of two-thirds of the members of the whole committee.
- C. All committee members will review the proposals prior to the meeting(s).

- D. Each committee member will fill out the rating sheet and then rank the proposals from the highest raw score to the lowest.
- E. The initial member rankings will be submitted to the Faculty Services Coordinator two days prior to the meeting. The individual members' rankings will be combined to produce the initial committee ranking.
- F. The committee members will examine the ranked list of sabbatical leave proposals at the meeting called for that purpose.
- G. The committee, by a majority vote of members present, may identify a proposal as unacceptable and, therefore, withdraw from further consideration. In this case, the reasons for this view will be conveyed to the Chancellor or designee.
- H. The committee, by two-thirds vote of members present, may decide to accept the initial ranking as final. If this occurs, steps I and J will be omitted. Failing two-thirds vote, the committee will proceed to step I.
- I. Discussion of each proposal will be limited to ten minutes.
- J. Rankings will be modified based on committee discussion. The committee also may choose to group the proposals into

leave and a maximum of 4.5 months' salary will be paid for a one-semester leave.

Human Research Subjects

Sabbatical leave proposals involving research with human subjects should conform to Principles and Procedures of Human Research Subjects approved by the Institutional Review Board. *[See Chapter VI in this Handbook]*

RATING SHEET FOR SABBATICAL LEAVE PROPOSALS

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal. Applications must include:

- Application Form
- CV
- Letters/Documentation of Support (if applicable)
- Approval Signatures