

Sabbatical Applications Invited

Applications for sabbatical leaves to be taken during the **2010-2011 academic year** should conform with the format described below, and the Sabbatical Leave Evaluation Committee must receive them by March 27, 2009. The *Faculty-Staff Handbook*, section 3720, contains the full statement of policies and procedures covering sabbatical leaves.

Cover Page. Title of proposal, period of requested sabbatical, name and title of applicant, and signatures of administrators indicating their approval.

Abstract. Maximum of 100 words.

Description of Project. Plans, objectives and significance of proposal, value of project to applicant's UI obligations, feasibility and methods of accomplishing objectives, and applicant's qualifications pertinent to project.

The committee will evaluate the proposal in comparison with others using the procedures and criteria described in section 3720. Therefore, the proposal should present the merit of the project with the care and thoroughness of a paper submitted for publication. **This section should consist of not more than four single-spaced typewritten pages;** put supporting documents (e.g., itinerary, letters of appointment, letters of acceptance) in the appendix. Applicants may consult the chair of the committee for information about the specific numerical values used in sections of the committee's evaluation form. (Evaluation Form - see over.)

Curriculum Vitae. Current record--especially professional work and up-to-date publications list.

Appendix. Supporting documentation such as itinerary, letters of appointment or acceptance from those with whom the applicant plans to work, and a letter from the applicant's administrators (department chair and dean) evaluating his or her capability of performing the project and release to do so.

Send six copies of the application to Professor Nancy Young, Chair Sabbatical Leave Evaluation Committee (Library 2350; 885-2514; email: nyoung@uidaho.edu).

SABBATICAL LEAVE EVALUATION FORM [rev. 7-97]

APPLICANT'S NAME: _____

SEMESTER(S) APPLIED FOR: _____

PURPOSE OF LEAVE: _____

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the proposal, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points _____

B. Benefit to University and Individual (30 points)

(Consider the following: contribution to applicant's knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points _____

II. APPLICANT'S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points) (25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by departmental administrator and dean, including their assessment of the proposal and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant's position description.)

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points _____

III--SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.) Points _____

EVALUATOR _____

DATE _____

Total Points _____