

## Sabbatical Leave Applications Invited

Applications for sabbatical leaves to be taken during the **2013-2014 academic year** are now invited and must be received by the Sabbatical Leave Evaluation Committee by Friday, **March 30, 2012**.

All applications must be submitted electronically and should conform to the format described below, and follow Section 3720 of the *Faculty-Staff Handbook* which contains the full statement of policies and procedures covering sabbatical leaves.

### Application Format

**Cover Page.** The cover page should include title of the proposal, period of requested sabbatical (e.g., academic semester or academic/calendar year), name, title, and contact information of applicant, and signatures of unit and college administrators indicating their approval.

**Abstract.** The abstract should be limited to maximum 100 words, summarizing the nature of the project, objectives, and expected outcomes.

**Description of Project.** It should clearly describe (1) the objectives, plans, and significance of proposal, (2) value of the sabbatical leave project to applicant's UI obligations, and to enhancing the applicant's knowledge base and professional development, (3) the feasibility and methods of accomplishing objectives, and (4) the 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, etc) 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.** The applicant's CV should be the current record, especially the professional work and publications list, in university format.

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

Send an electronic copy of your **complete application** as one pdf document to the Chair of the Sabbatical Leave Evaluation Committee at

Contact: Torrey Lawrence  
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**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 \_\_\_\_\_