

# GUIDELINES FOR SABBATICAL LEAVE APPLICATIONS

Recommendations from University Sabbatical Leave Committee 11/3/2014

Approved by Provost's Council 2/3/2015

The purpose of these guidelines are to assist faculty members in the preparation of sabbatical leave applications. Reviewers at all levels must use these guidelines to make their recommendations on proposals. The selection process is detailed in the Agreement between Western Michigan University and the WMU Chapter of the AAUP.

## A. General Criteria for Evaluating Sabbatical Leave Applications

The following criteria are employed when reviewing and evaluating sabbatical leave applications. The planned activities should present mutual benefit to the faculty member and the University. The merit of the application will be judged on how it satisfies criteria in each of the three major areas (in its own right, for the individual, and for the institution). Exemplary criteria are listed for each area. Some but not necessarily all of these criteria should be met in each major area.

1. In Its Own Right
  - a. Deals with a significant problem or area.
  - b. Shows promise of making a significant contribution to the subject under study or problem described.
  - c. Examines or tests novel concepts or utilizes newly-available facilities or resources.
2. For the Individual
  - a. Utilizes applicant's skills in a way not otherwise possible.
  - b. Develops new abilities in research or teaching.
  - c. Allows a synthesis or development of prior efforts and experiences.
  - d. Involves a planned and concerted effort to augment or develop professional skills.
3. For the Institution
  - a. Enhances the research or teaching capabilities of the department or service unit.
  - b. Contributes to the educational needs and goals of the University.

## B. Format for Sabbatical Leave Applications

### 1. Application for Sabbatical Leave Form

This is the official application form. It is to be completed and placed as a cover page for the entire application. Applicants should make a copy for their records.

The application must include a summary informative to scholars in the same and related fields, and, insofar as possible, expressed in language comprehensive to someone not a specialist in the field.

Normally, this summary will contain no more than 200 words.

**All documentation must be prepared in 12 point font.**

### 2. Table of Contents

This is optional; however, it is very helpful for the committee, particularly if the application contains several appendices and attachments.

### 3. Project Description (including coverage of 3 merit criteria is limited to 5 pages)

The detailed description should provide some historical background for the project, involving the applicant's own experiences in the area of the project, a rationale for the project, and a statement of anticipated results or benefits. A bibliography should be included.

In cases where the subject area necessitates a highly specialized vocabulary, a brief introduction to the project in lay terms should also be included. Supplementary material for the lay reader may also be included in the appendices.

The description should clearly indicate the place(s) where the project is to be carried out and the

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proposed timetable for the various stages of the project. Letters of support from individuals who will be participants in or contributors to the project should be attached.

The applicant should be explicit in describing how the proposed project meets the criteria of merit (in its own right, for the individual, and for the institution).

4. Prior Sabbatical Leaves

The applicant who has had a prior sabbatical leave should include a summary of the previous sabbatical and a statement of its benefit to the applicant, department/unit, and university.

5. Vita

A current vita shall be organized in the following condensed and focused manner, including only material relevant to the proposal within a 10 page limit. Where applicable, information contained in Items "d" through "n" should be arranged in reverse chronological order.

- a. Name.
- b. Office address and telephone.
- c. Home address and telephone.
- d. Education, degrees, title of dissertation or thesis.
- e. Academic and professional employment record.
- f. Publication list (indicate refereed items).
- g. Research grants and contracts.
- h. Previous sabbatical leaves.
- i. Professional awards and recognition.
- j. Professional talks, colloquia, papers.
- k. Consultation activities.
- l. Editing, refereeing, reviewing activities.
- m. Supervision of student research and thesis projects.
- n. Other relevant professional activities.

6. Appendices and Attachments

Specific examples would include copies of relevant correspondence: copies of articles, books, chapters of books and other reprints are to be excluded.

7. Other Support Statement

Include letters of support from external parties, institutions offering sabbatical accommodations, etc. As stated in the sabbatical leave regulations, a statement of all other salaries, grants, fellowships, or financial support the applicant expects to receive during the period of leave must be included. If the applicant expects to receive additional support, this also must be included.

8. Letters from Departmental Sabbatical Leave Committee, Chair, and Dean of approval/disapproval of sabbatical request are added to end of application as it moves forward.

9. Sabbatical Report

Article 26.§ 2.4 of the Western/WMU-AAUP Agreement specifies that a written account of sabbatical activities and accomplishments must be filed with the recipient's chair and dean, as well as the University Sabbatical Leave Committee (by way of the Office of the Provost). The award letter from the Office of the Provost specifies that this report must be filed no later than the end of the first semester upon return.