

Guidelines for Academic Sabbatical Leave Application For Academic Year 2024-2025

Important Deadlines set by the Faculty Development and Research Committee (FDRC):

1. Submit Intent to Apply for Sabbatical Leave by Wednesday, May 10, 2023
2. Submit Sabbatical Leave proposal by Wednesday, September 20, 2023

Intent to Apply for Sabbatical Leave

To be eligible to apply for a sabbatical by the Fall 2023 deadline, a faculty member must meet the requirements outlined in the Faculty Handbook section 2.9.2.1 and have submitted the intent to apply for sabbatical form [intent to apply for sabbatical](#) by Wednesday, May 10, 2023. Sabbatical Proposals submitted by faculty members who did not file an Intent to Apply for Sabbatical by the deadline set by the Faculty Development and Research Committee (FDRC) **will not be considered**.

Service:

Please pay close attention to these excerpts from the Faculty Handbook 2.9.2.1 (Eligibility to Apply for Sabbatical):

- Eligibility for sabbatical leave entails fulfilling obligations for **both teaching and service**
- Because each faculty member has an “obligation to participate in governance and in other forms of service to the college [university]” (Section 2.5.4.1), faculty members are eligible to apply for a sabbatical leave **only if they have fulfilled their obligations in both service to the department and service to the college [university] outside the department**, as specified in Section 2.5.4.1:

Service to the College [University] may include, but is not necessarily limited to, the following:

- effective participation in faculty assemblies, on standing faculty committees, on JFS committees, on administrative committees, and on other faculty committees (e.g., for planning, assessment, accreditation);
- leadership roles in governance, faculty development, curriculum design, and/or other activities of the college [university];
- service as leader in other faculty, professional, or college [university] programs or associations; and/or
- service as an on-site director of a Study Abroad program and/or
- representation of one or both institutions to the local, regional, national, or international community.

Service to the Department may include, but is not necessarily limited to, the following:

- ongoing service on departmental [and/or School of Theology] committees, effective participation in meetings and in decision-making, curriculum development, and assessment processes of the department;
- similar service to departments and/or programs not in the faculty member’s locus of appointment;
- service as chair of a department or an academic program;
- service to a department or program as a liaison with an outside accrediting or credentialing agency.

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Application for Sabbatical Leave

Applications for sabbatical leaves will be accepted by FDRC until **4 p.m., Wednesday, September 20, 2023**. Please submit your proposal as **one** PDF [here](#).

- * In the event of an unusually high number of intents submitted, FDRC may find it necessary to move the deadline for submission of sabbatical proposals to an earlier date. If the date is moved, all faculty who have submitted the Intent to apply will be notified.
- * There is no guarantee that funding will be available for all sabbatical proposals.

Proposal Format

Please strive for a clear and concise proposal rather than a lengthy one. Recent successful proposals have been typically 7-12 pages. We will accept proposals up to 15 pages. Supporting letters and CVs are not included in the 15-page limit.

A complete application must include the following information and materials:

1) Cover Sheet - Use the template provided on the last page of this document

2) Table of Contents - Identify the page numbers of all of the bold headings below, beginning with "Goals."

3) Proposal - Include the following sections/items:

Required Sections

1. Title

2. Abstract (100 words or less)

3. Intent and Plan

- Articulate the goals, focus, process, and outcomes of your project.
- Include a detailed explanation of your goals, purpose, and any research questions, if your project has a research focus.
- Describe your plan and explain what you intend to do, including details of proposed activities
- Include specific activities you plan to accomplish and when over the course of the sabbatical, when possible. A timeline/timetable can be helpful to illustrate your plan.
- Describe the project in specific terms **intelligible to a non-specialist**.
- Finally, include evidence that you are (or will be) prepared to complete this project.

4. Professional Development – Demonstrate how the project will make a significant contribution to your professional development

Criteria for Evaluation of Connection to Professional Development:

Extent to which project contributes to one or more of the following:

- Enhancing the applicant's mastery of his or her field of expertise;
- Improving the applicant's capabilities as a teacher;
- Increasing the applicant's ability to fulfill faculty responsibilities in areas other than teaching and research/creative work.

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5. Relevance to Mission: Demonstrate the relevance of this project to the mission and goals of the department and college [university].

Criteria for Evaluation of Relevance to Mission:

- appropriateness of the project to the mission
- appropriateness of the project to the goals of the department and the college [university]

6. Likelihood of Success:

- Summarize past accomplishments, including past sabbatical outcomes and/or other successful projects.
- Explain why this coming year is an especially advantageous time for your sabbatical leave.
- Indicate how you will demonstrate progress toward your project's goals (See the examples in the Faculty Handbook, Sections 2.5.1 and 2.5.2).

Criteria for Evaluation of Likelihood of Success:

- the promise that the project will be successfully completed, considering both
- the design of the project in light of the applicant's abilities
- previous accomplishments (If previous sabbatical/s include achievement of stated outcomes).

7. Letters of Support:

- Three current letters of support from professional colleagues must be submitted with the application, preferably in the same file. These will not count toward the 15-page limit.

Letters of support (criteria for evaluation):

- Two letters should address the quality, contributions, timeliness, and likelihood of success of your project.

- A third letter that, in addition, describes how the leave will affect the department and the department's course offerings, including an indication of how the department will manage the relevant staffing issues. This letter should be from your department chair, or if the chair is applying for sabbatical, then it should be from another department member qualified to serve as chair during the sabbatical.

Note: Please do not include additional letters beyond these three. (Exceptions: Including a letter verifying acceptance of a manuscript for publication from a publisher or a letter from the director of the Center for Global Education in support of development of a study abroad experience are appropriate and expected additional letters to include.)

8. Current CV.

Potential Additional Information to Include In Your Proposal:

Will Your Work Require Funding?

*If the successful pursuit and completion of your project is contingent upon **grant funding** or **approvals by any entity** (archive, supervisory board, visitor program, FDRC, etc.):

- indicate how your project will be adjusted if the anticipated grant or approval is not extended (or is of reduced scope).

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Reminder this call is for the SABBATICAL APPLICATION ONLY. **A positive recommendation from the FDRC for a sabbatical does NOT guarantee approval of a grant proposal by the FDRC for the project.**

When you submit your application, you agree to these three conditions:

- a. that you will make every reasonable effort to fulfill the terms of the sabbatical;
- b. that you will return to the College of St. Benedict/St. John's University for the complete academic year following the academic year in which the sabbatical occurred; and
- c. that you will submit a written report on the results of your project with the Provost within 30 days after the beginning of the semester following the sabbatical leave.

The following is included for your information:

Using the criteria and process specified in the Faculty Handbook (2.9.2.4), FDRC will evaluate the quality, clarity, coherence, and prospects for successful completion of your project, as demonstrated in the proposal and letters of reference. **Failure to adequately address any of the required application sections will impact the ranking of the application.**

Our process:

- The FDRC, guided by the Faculty Handbook, will assess each application, paying special attention to the substance of the proposal and the letters of reference.
- All FDRC committee members read and rank all of the proposals. Committee members with a conflict of interest will be absent from discussions of that proposal. Where necessary, the Committee may consult with the applicant's department chair (or dean of SOT).
- In those years when not all sabbatical proposals can be funded, the committee may give preference to proposals from those applicants who have never had a sabbatical at CSB/SJU and are deemed worthy of a sabbatical leave based on the above criteria. At its discretion, the committee may also break ties within any one group in favor of persons who have more years of faculty service at the college [university] since their last sabbatical
- The Committee forwards its rankings and recommendations (with explanations as appropriate) to the Provost.
- The committee informs each applicant of the committee's recommendations.
- The Provost, the Presidents and the Board of Regents/Trustees make funding decisions.
- **Please be certain that your proposal is complete, including supporting letters by the due date.** If a proposal is not complete, it may not be reviewed. The FDRC may track down the missing components **if time permits**. This is at the discretion of the FDRC.

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Scoring Rubric for Sabbatical Proposals

Applicant's Name:

Department:

Fall Spring Full year (6/6)

What Number of Sabbatical is This for Applicant? _____

Eligibility Checks	Yes	No
Six years full-time faculty/teaching since last sabbatical at CSB/SJU		
Fulfilled service to department		
Fulfilled service to university/college		

Criteria	Quality				
	Poor	Fair	Good	Excellent	Extraordinary
2.9.2.3 <ul style="list-style-type: none"> • Evidence of sound research, creative activity, or other academic achievement that supports the program of work proposed. 	1	2	3	4	5
2.9.2.4 a. the likelihood that the proposed project will: <ol style="list-style-type: none"> 1. produce a significant contribution to research or creative work in the applicant's field of expertise (through publication, performance, exhibition, etc.) and/or, 2. promote significant improvement in courses, programs, curricula, or some other area of faculty responsibility 	1	2	3	4	5
b. the likelihood that the project will make a significant contribution to the applicant's professional development in accomplishing <u>one or more</u> of the following: <ol style="list-style-type: none"> 1. enhancing the applicant's mastery of his or her field of expertise; 2. improving the applicant's capabilities as a teacher; 3. increasing the applicant's ability to fulfill faculty responsibilities in areas other than teaching and research/creative work 	1	2	3	4	5
c. the appropriateness of the project to the applicant's plan of professional development and to the mission and goals of the department and the college [university]	1	2	3	4	5
d. the promise that the project will be successfully completed, considering both <ol style="list-style-type: none"> 1. the design of the project in light of the applicant's abilities 2. previous accomplishments (If previous sabbatical/s include achievement of stated outcomes). 	1	2	3	4	5

Score: _____

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Chair's letter	Generally affirms above	Generally does <i>not</i> affirm
Other letter 1	Generally affirms above	Generally does <i>not</i> affirm
Other letter 2	Generally affirms above	Generally does <i>not</i> affirm

Comments:

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Sabbatical Application Cover Sheet Template

Name:

Department:

Sabbatical period requested:

Fall Spring Full Year

_____ How Many Sabbaticals Have You Previously Taken at CSB/SJU?

If not your first sabbatical, include **all date(s)** of previous sabbatical(s) below:

If prior sabbaticals: A summary of work completed in prior sabbatical(s) is/are on file with the Provost's office.

_____Yes _____No

To be eligible for sabbatical, you must meet the following requirements.

Write X next to each eligibility requirement below that you acknowledge you have met:

___ At least six years full-time employment, at the College of St. Benedict/St. John's University, defined as teaching, or its equivalent in reassigned time, as part of a faculty contract, at the time of the requested sabbatical.

___ At least six years since prior sabbatical at time of requested sabbatical:

- If you have not had a prior sabbatical, write X
- If prior sabbatical applies, write X if:
 - Six full academic years have passed since your last sabbatical, beginning the following fall semester. The six-year period may be fulfilled by an equivalent amount of faculty employment by reduced-load faculty (described in Section 2.1.1.2 of the Faculty Handbook).

___ Service to the university/college.

Faculty members are eligible to apply for a sabbatical leave only if they have fulfilled their obligations in both service to the department and service to the college [university] outside the department, as specified in Section 2.5.4.1.

Indicate below type of service and dates, since last sabbatical. If necessary, include a description of service.