Appendix A

APPLICATION FOR ACADEMIC SABBATICAL LEAVE

Name______________________________ Department__________________

Date___________________

Applying for: ____Full Year ____Fall    ____Spring

Would this be your first sabbatical leave?   ____YES   ____NO

   If YES, how many years of employment will you have completed at CSB/SJU (if any of this has been part-time, give full-time equivalent)?  ____________

   If NO, what were the dates of your most recent sabbatical? ___________

   How many years of full-time equivalent employment have you completed since this most recent sabbatical? __________

SABBATICAL APPLICATION

Application for sabbatical leave needs to include the following materials:

1. Project Title (electronic version only: email to mjwaggoner or skelly)

2. Project Summary (electronic version only: email to mjwaggoner or skelly)
   Please provide a brief paragraph that summarizes your project and states its goals and the ways in which those goals will be met.

3. A summary statement of your last sabbatical that addresses the goals of that project, the adjustments necessary in carrying out the project, and the accomplishments including a discussion of the benefits to the institution, department and professional individual development.

4. A detailed proposal of research, study, creative work which builds upon previous or current work and promises to advance knowledge in the field and contribute to the mission/vision of CSB/SJU and of your department. Please write the proposal with the FDRC as your primary audience.

The FDRC, an interdisciplinary committee of CSB/SJU faculty members, will assess and rank your proposal. The focus, clarity and coherence of the proposal and the testimony and verification provided by the letters of reference are essential components of a strong proposal.

   A. Articulate the main goal of your sabbatical so that the coherence and compatibility of the components of your project are clear.
   B. Articulate clearly the nature and focus of your project in terms of research, creative work, or revision of courses (see Faculty Handbook, Section 2.9.2.4). Make your case.
      ▪ Identify how the project builds upon areas in which you have established sufficient groundwork to undertake the project
Define/elaborate how the project builds upon your previous efforts at professional development.
Define/elaborate how the project increases your knowledge and skills as a faculty member.
Define/elaborate how the project will advance your knowledge in your disciplinary area.
The goals of your proposal should be feasible and credible.
Indicate how success in achieving your project goal will be demonstrated. (See the examples in the Faculty Handbook, Sections 2.5.1 and 2.5.2)
Define/elaborate how your project will enhance your academic department at CSB/SJU.
Relevant information:

a. Where will your sabbatical work be done?
b. With whom will you be working on your proposed project? Please document the arrangements.
c. Are there reasons why this coming year is an especially advantageous time for your sabbatical leave?

5. Updated curriculum vitae, including service to the college/university. The curriculum vitae should include a section on publications, a separate section on major presentations (conference papers, for example), and significant service to the college or university and the community. It should not include lists of presentations for colleagues’ classes, ILPs, etc., though you may wish to note the total number of ILPs, Honors theses, or other student projects you’ve directed.

6. Your THREE letters of reference from colleagues internal and external to CSB/SJU (of whom one is the department chair) should testify to the quality and appropriateness of your project and to the likelihood that you will achieve your goals. In particular, the committee will be using these letters to help establish the credibility of the project. Collectively, the three letters should cover the following points:

A. The potential of your project to advance knowledge in your disciplinary area or improve the quality of your course offerings. An external letter from a publisher or collaborator can significantly strengthen your proposal when you plan to publish a textbook or do your sabbatical with a collaborator.
B. The promise of your project to advance your professional development.
C. The ways in which your project could enhance your academic department at CSBSJU.

One of your three letters of reference must come from the department chair or appropriate dean. Please note – the applicant should alert/his her department chair as soon as possible of the intent to apply for sabbatical (the Handbook states that the chair should receive a copy of the proposal a minimum of two weeks before the deadline) and request the letter. The applicant should follow-up the request to be certain that the chair’s letter is submitted.
Letter from department chair needs to address the following issues:

A. The professional quality of the sabbatical proposal and the applicant’s capacity to accomplish the goals indicated;
B. How the leave will affect the applicant’s professional growth, as well as the department and its offerings; and
C. The department’s staffing during the faculty member’s sabbatical, as well as extra-departmental effects, if any.

Submit this form and your application to the Academic Dean and Associate Provost’s Office by Monday, October 1, 2007.

Documents Included:

- Project Title
- Project Summary
- Summary of Previous Sabbaticals
- Detailed Project Description
- Curriculum Vitae (with Service)
- Letter #1
- Letter #2
- Chair’s Letter
- Other Supporting Information (CD, Appendices, Book Outline, etc)
- List of supporting information: ____________________________

NOTE: Applications must be complete when submitted. All letters of support must accompany the application.

I hereby make the above application and submit the attached sabbatical plan. I accept the following conditions:

1. to make every reasonable effort to fulfill the terms of the sabbatical;
2. that I 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
3. that I submit a written report on the results of my project with the Provost within 30 days after the beginning of the semester following the sabbatical leave.

Date____________________________ Signed____________________________

Criteria for Ranking Sabbatical Proposals:

General criterion: The focus, clarity and coherence of the proposal and the testimony and verification provided by the letters of reference.

Specific criteria:

1. Statement of the goals of the project and articulation of the ways they will be met
2. Statement of the goal of the proposal and the coherence of the components of a specific project (or the coherence of two specific projects).
3. Statement of the ways that the project builds on previous work and an explanation of why the applicant is well-positioned at this time to carry it out.
4. Statement of how this project advances knowledge in the applicant’s disciplinary area.
5. Statement of how this project will contribute to the mission of CSB/SJU and of the applicant’s department.
6. Description of arrangements to work with another scholar at another institution insofar as these arrangements are necessary for carrying out the project and confirmation by letter or email that these arrangements have been made.

Procedure: In order to determine the ranking of sabbatical proposals, the Faculty Development and Research Committee follow the criteria of the Faculty Handbook (2.9.2.4) for evaluating the sabbatical proposals. As the Faculty Handbook notes, such ranking on the basis of quality is a formidable task for an interdisciplinary committee.

- All FDRC committee members read all of the proposals. If a committee member has a conflict of interest, that person will not participate in the discussion of that proposal. The committee will ask for consultation from the applicant’s department chair. In the School of Theology, this could be the DOT or SOT.
- The committee will then use a scoring rubric to evaluate the proposals. The numbers generated from the rubric are used to stimulate discussion when there seems to be a disparity among scores.
- The Committee then sorts the applications into groups based on perceptible differences in quality. When there appears to be no difference in quality, applicants with more years of service since their last sabbatical were given higher ranking.
- The Provost will be present at the meeting when this discussion occurs. The ranking
information, along with some specific details about the Committee’s discussion, is communicated to the Provost.

- Finally, the committee provides an assessment to each applicant including some information about the ranking of the applicant's proposal.
- The Provost, the Presidents and the Board of Regents/Trustees make funding decisions.