



# Guidelines

For Submitting  
Sabbatical Leave  
Proposals



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## General Information

### ***Sabbatical Leave Program*** (UCA Faculty Handbook, Ch. 4, Section V.D.)

The University supports a sabbatical leave program that is available to faculty members who have at least six years service with the university and are tenured. Leaves will be for one semester at full stipend, or one academic year at half stipend. In the case of faculty members on twelve-month appointments, a summer leave may be granted at full stipend. The number available will be limited by the funds available. Additional leaves may be applied for after each six-year period of service.

A faculty member on sabbatical leave may participate in university affairs and retains the right to vote, except in those cases where the faculty member would be participating or voting in a representative capacity. A faculty member on leave may vote *in absentia*. Absentee votes must be received in writing by the appropriate official prior to the day of the scheduled vote. It will not be the responsibility of the university to inform faculty on leave of pending university business.

Applications for sabbatical leave awards are available in the offices of the provost and college deans. Completed applications are reviewed by the university sabbatical leave review committee, and recommendations are made to the provost. The provost will review the recommendations of the committee and make recommendations to the president. The president will submit those to be recommended to the board. Each applicant approved will be given written notification by the president indicating the action of the board.

A faculty member going on leave with pay must sign an agreement to return to the university for one academic year or repay the stipend received while on sabbatical leave.

### ***Sabbatical Leave Review Committee***

**Charge:** The committee will evaluate applications for faculty sabbatical leaves and make recommendations. Both the committee recommendation and the provost's recommendation are forwarded along with the applicant's file to the president.

**Membership:** The assistant provost and two faculty members elected by each of the colleges to serve two-year rotating terms. Deans and departmental chairs are ineligible to serve, and no more than one member of a department may serve at a time. Members may not serve successive terms (excluding the assistant provost). The committee selects its own chair annually.

**Meetings:** November for Summer and Fall proposals and March for Spring proposals.

**Reports to:** Provost

The committee is convened by the Associate Provost for Instructional Support, Kurt Boniecki. Contact the Provost office with any questions.

## General Guidelines

Sabbatical leave may be granted for projects/activities related to research or teaching. The following general guidelines were compiled by the Sabbatical Leave Review Committee to assist faculty in preparing competitive proposals.

1. Be clear, concise, and focused.
  - Avoid overly technical language. Remember most committee members are not from your discipline and do not have your expertise - write for that audience.
  - Instead of extended descriptions of the details of the project, include such details of the project - if necessary - in an appendix.
2. Provide a clear purpose and rationale for the project.
3. Provide specific examples of activities, events, and outcomes. Include any steps already taken on the project. Be very specific.
4. Describe additional funding including contracts, grants, agreements and so forth that will support your position. If you have applied for additional funding from other sources, provide an explanation of what will happen to the project if additional funding is not received.
5. Explain arrangements for publication of the work, if applicable, with a publisher. List any previous or similar works published with that publisher on the same topic.
6. Include a timeline that is realistic considering the allotted time frame.
7. References in your proposal to supporting literature should be accompanied by citations or a reference list/bibliography.
8. Identify any resources or assistance needed to complete the project. Priority may be given to projects where funding or assistance has been clearly identified and if possible, secured.

For example:

  - If a laboratory is necessary, provide confirmation.
  - If a book publisher is required for completion, then a contract has been secured or a publisher has expressed serious interest.
  - If travel is necessary, then resources have been identified and assistance secured for an extended stay if necessary.
9. The proposal should state why a sabbatical leave is necessary. Explain why reassigned time or summer stipends are insufficient for project completion.
10. Faculty who plan to develop scholarship in new areas should use past completed projects to show how the new project can be brought to fruition.

11. Attached an abbreviated vita (2 to 3 pages) which provides data relevant to the project.

## **Format**

Proposals should be prepared using the application forms which appear on pages 6 to 14 of these guidelines.

## **Award Notification**

Ranked recommendations from the Sabbatical Leave Review Committee are forwarded within one week of the final committee meeting to the Provost who makes a recommendation to the President based on funding availability. Final notification to faculty who are granted a sabbatical leave is made by the President following approval by the Board of Trustees. Faculty who are not recommended will be notified by the chair of the committee and the Associate Provost.

## **Reporting Information**

Not later than 60 days after the conclusion of the Sabbatical, a final report should be submitted to the Office of the Provost with copies to the department chair and college dean. The report should follow the format of the report form which appears on page 15 of these guidelines.

A reprint of a published article or book resulting from the sabbatical should be submitted upon publication.

## **Application Forms**

## History of Sabbatical Leave, Reassigned Time and Summer Stipends

Name

College

Dept.

Campus mailing address

UCA phone number

Have you previously received sabbatical leave while employed at UCA? Yes No  
If yes, list the terms and years (i.e. Fall 1999)

Have you previously received reassigned time while at UCA? Yes No  
If yes, list the terms and years

Have you previously received a summer stipend while at UCA? Yes No  
If yes, list the summer terms and years

***Please complete this form when requesting sabbatical leave, reassigned time and/or summer stipends. It should be attached to the front of the request.***

## Sabbatical Leave Information

### *Section I: Identification and Background Information*

Name Rank  
UCA address UCA phone  
College Dept.  
Tenured: Yes No Number. of year as full time UCA faculty  
Year of last sabbatical  
Term(s) for which sabbatical leave is requested

*I agree and am otherwise eligible to return to the University of Central Arkansas for at least one year immediately following the completion of this leave. Should I fail to return for the prescribed length of time, I will repay the amount of the compensation received from the University of Central Arkansas during my sabbatical leave period.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## ***Section II: Project Description***

A. **Abstract:** Provide a brief (no more than 250 words) abstract of the proposed project.

B. **Background:** Provide background information to enable the reader to fully understand the proposed project. Remember that readers may be unfamiliar with the topic.

C. ***Purpose/rationale:*** Describe the purpose and rationale for the project you wish to accomplish.

D. ***Preliminary work:*** Describe any preliminary work or studies which relate directly to the proposed project.

E. **Project outcomes:** List what you expect to be the end-product(s) of your project (example- a published book).

F. **Funding and resources:** Describe any arrangements you have made to secure needed resources, such as equipment, subjects, consultants, etc.

G. **Timing:** Provide a realistic timeline for the project. If possible, break the project down into steps with a time of completion for each step. Be as specific as possible about locations and dates. Describe any urgency or seasonal considerations.

H. **Justification of need for sabbatical:** Explain why a sabbatical rather than reassigned time or a summer stipend is necessary for the completion of this project.

I. **ABBREVIATED CV:** Attach a CV of no more than 2-3 pages.

**Items A through I above must be included in order for the application to be considered by the committee. Incomplete applications will NOT be considered.**

***Section III: Department Chair Project Evaluation***

Please provide an evaluation of the sabbatical leave application in relation to individual, departmental and college goals.

**Department Chair Statement:**

| Strength of Evaluation |   |   |   |                |
|------------------------|---|---|---|----------------|
| Strongly Endorse       |   |   |   | Do Not Endorse |
| 5                      | 4 | 3 | 2 | 1              |

***Section IV: Department Chair Explanation of Arrangements***

Please explain the arrangements that will be made to handle the duties of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Section V: College Dean Project Evaluation***

Please provide an evaluation of the sabbatical leave application in relation to individual, departmental and college goals.

**College Dean Statement:**

| Strength of Evaluation |   |   |   |                |
|------------------------|---|---|---|----------------|
| Strongly Endorse       |   |   |   | Do Not Endorse |
| 5                      | 4 | 3 | 2 | 1              |

***Section VI: College Dean Assessment of Arrangements***

Please review the arrangements suggested by the department chair to handle the duties of the applicant and indicate your assessment of the plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SABBATICAL LEAVE FINAL REPORT FORM**

Name \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Date of Report \_\_\_\_\_

Period of Sabbatical Leave : Fall  Spring  200\_\_\_\_\_

1. Describe accomplishments resulting from the sabbatical leave:

2. Assess the benefits of the sabbatical leave time for the University.

**Attach additional pages, if necessary. Complete report within 60 days of completion.  
Copy of report to department chair, dean, and provost.**