Guidelines

For Submitting Sabbatical Leave Proposals

UNIVERSITY OF
CENTRAL
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General Information

Sabbatical Leave Program (UCA Faculty Handbook, Ch. 4, Section XII.D.)

The university supports a sabbatical leave program for tenured faculty members who have at least six years of service with the university. Sabbatical leaves will be for one semester at full stipend or one academic year at half stipend. In the case of faculty members on 12-month appointments, a summer leave may be granted at full stipend. The number of sabbaticals 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 is not the responsibility of the university to inform faculty on leave of pending university business.

Applications for sabbatical leave awards are available on the Academic Affairs website. 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 of Trustees. 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 and cost of employee benefits received while on sabbatical leave.

Sabbatical Leave Review Committee

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

Membership: The Graduate Dean, as designated by the provost, two tenured faculty members elected by each of the academic colleges, and one tenured faculty member who is not affiliated with the colleges to serve three-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 more than two successive terms (excluding the associate provost). The Graduate Dean serves as chair.

Meetings: Early October, after the October 1 deadline for fall sabbaticals, and early March, after the deadline for spring sabbaticals.

Reports to: Provost

The committee is convened by the Graduate Dean. Contact the Graduate Dean 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 information relevant to the project.

Format

Proposals must be prepared using the application form available at
https://uca.edu/academicaffairs/sabbatical-leave/. Applicants must complete Sections I and II.

Evaluation

Applications must be submitted to the department chair for evaluation. The department chair
will complete Sections III and IV and then forward the application to the college dean. The
college dean will complete Sections V and VI and then forward the application to the
Graduate Dean for distribution to the Sabbatical Leave Review Committee. The Sabbatical
Leave Review Committee will evaluate all proposals using the Sabbatical Leave Review
Rubric available on page 6. The Sabbatical Leave Review Committee will make sabbatical
leave recommendations to the provost in ranked order. The provost will then evaluate the
applications and make recommendations to the president based on funding availability.
Applications must be submitted according to the posted timeline at
https://uca.edu/academicaffairs/sabbatical-leave/.

Award Notification

Final notification to faculty who are granted a sabbatical leave is made by the provost following
approval by the president and the Board of Trustees. Faculty who are not recommended will be
notified by the provost.

Reporting

Not later than 60 days after the conclusion of the sabbatical leave, a final report should be
submitted electronically to the provost with copies to the department chair and college dean. A
final report form is available at https://uca.edu/academicaffairs/sabbatical-leave/.

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

Sabbatical Leave Review Rubric

CATEGORY	4	3	2	1
Purpose and rationale for the project	Very clear purpose and rationale	Mostly clear purpose and rationale	Mostly unclear purpose and rationale	No purpose or rationale mentioned
Project details	Very complete and specific details about the actions, resources, and timeline needed to complete the project	Mostly complete, but lacking some specific details about the actions, resources, or timeline needed to complete the project	Mostly incomplete, lacking many specific details about the actions, resources, or timeline needed to complete the project	Very incomplete, missing most or all details about the actions, resources, and timeline needed to complete the project
Impact/ importance of the project outcomes	High level of impact/ importance to UCA, the community, and/or applicant's discipline.	Moderate level of impact/ importance to UCA, the community, and/or applicant's discipline.	Low level of impact/ importance to UCA, the community, and/or applicant's discipline.	Minimal or no impact/ importance to UCA, the community, and/or applicant's discipline.
Evidence* that project will be successfully completed	High likelihood that project will be completed	Moderate likelihood that project will be completed	Low likelihood that project will be completed	Minimal or no likelihood that project will be completed
Necessity for sabbatical leave	Project could not be successfully completed without a sabbatical leave. Reassigned time or summer stipends would be insufficient for project completion.	Low likelihood that the project could be completed without a sabbatical leave. The project would be difficult, though not impossible, to complete with reassigned time or summer stipends.	Moderate likelihood that the project could be completed without a sabbatical leave. If secured, the project could be completed with reassigned time or summer stipends.	High likelihood that the project could be completed without a sabbatical leave. Project could be completed as part of the applicant's regular load; reassigned time or summer stipends would not be necessary.

*Evidence may include, but is not limited to:
1) Steps already taken on the project (e.g., preliminary research, pilot studies, data collection, etc.)

2) Arrangements for publication of work, if applicable, secured or in process
3) Timeline is realistic given allotted time frame
4) Past history of relevant work evident in vita, particularly work as a result of past sabbatical leaves, reassigned time, or summer stipends
5) Resources (e.g., funding, space, contracts, etc.) needed to complete the project have been clearly identified and secured (or likely to be secured)