



## PREPARING SABBATICAL LEAVE APPLICATIONS A GUIDE FOR FACULTY

### I. Purpose of the Sabbatical Leave

Penn State shares with other major research universities the traditional responsibilities to discover, develop, preserve, and disseminate knowledge. Much of this mission is achieved through the professional, scholarly, and creative activities of faculty members and through their interactions with students in classrooms, seminars, laboratories, and studios. Faculty development is a critical element in maintaining Penn State's excellence as an educational institution. The Task Force on Faculty Development, in a 1990 report, drew attention to the need for growth and renewal throughout a faculty member's professional career. The leave of absence with pay (sabbatical leave) is one mechanism for encouraging such development, and it is in this spirit that applications for sabbatical leave are reviewed.

*The first purpose of this document is to assist faculty members in understanding the policy on sabbatical leaves (HR17) and to recommend a format for proposals that will present the project in the clearest and most compelling way.*

### II. Eligibility of Faculty Members for Sabbatical Leaves

Sabbatical leaves are awarded to eligible faculty members on the basis of the strength of their applications. They are not awarded automatically at the end of a given period of time. Faculty members must meet the eligibility and conditions defined by HR17.

Sabbatical proposals may be submitted in the year tenure is awarded for a leave to commence the following year, provided that the faculty member has completed six full years of service as required by policy. An individual becomes eligible for a subsequent sabbatical leave provided that the minimum required contract years of full-time service has elapsed since beginning a previous sabbatical leave. Cooperative Extension and exempt staff permanently assigned away from University Park who have served the University for at least six calendar years of full-time service are eligible for leaves of absence with pay for the purpose of formal graduate training.

### III. Guidelines for Preparation of Application

A sabbatical leave application need not be a lengthy document, but it must contain sufficient information for review committees and administrators to evaluate the merit of the proposal and the benefit it will have for the faculty member and for the University. The narrative portion of the application is usually between four and eight double-spaced pages in length. The sabbatical description on the application form should be written in a format that is appropriate to appear in the Penn State *NewsWire*.

The application should contain the following types of information:

- A. Cover page (use application form)
  - 1. The summary statement (two to three sentences) should be very brief and include a nontechnical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed.
  
- B. Narrative body
  - 1. Purpose - Please describe the nature and significance of the project, including a clear, concise statement of your objectives.
  - 2. Work to be accomplished - Please describe specifically what you plan to do and how you expect to accomplish it. Where will the work be done, and why has that location been chosen? Identify persons with whom you will affiliate and their expertise in the area(s) in which you plan to work and include letters of invitation from collaborators and/or host institutions or agencies. What can you cite as evidence that you have the skills and background to accomplish your objectives? Please include an estimated schedule for the major steps of the project.
  - 3. Projected results - What tangible results will your project have, what form will the results take, and how will you share your results with others (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers)?
  - 4. Justification - How will this project contribute to your own scholarly development and how will it benefit your department, college, or the University as a whole? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?
  
- C. Supporting documents
  - 1. A curriculum vita or biographical data sheet including a list of publications and professional activities.
  - 2. If your project requires access to restricted libraries or laboratories, or affiliation with other institutions, please append invitations, letters granting access, space, or support from the relevant authorities.

#### IV. Types of Eligible Projects

Various types of projects can be undertaken during the sabbatical leave. These include formal research projects, pedagogical projects, or other kinds of scholarly and creative projects. The most common type of proposal is the formal research project that is expected to lead to scholarly publication. Examples of creative projects that further a faculty

member's development include the creation of a series of paintings, musical compositions, or literary works.

A proposal for a pedagogical project in such areas as instructional scholarship, the development of new instructional resources, the acquisition of new techniques, the development of outreach programs, or alternative teaching experiences should show that the activity will have a major impact on education in the subject area. For example, a proposal involving the writing and publication of a textbook should demonstrate that the book will be a substantial addition to any material currently available in published form. The work involved in developing the book should require research, preferably involving contact with colleagues in the subject area, for new material and/or methods. There should be clear evidence that a respected publishing company has assessed the potential market and will publish and distribute the book in the near future. Further examples of pedagogical projects may be found in the Appendix.

#### V. Review Process and Criteria

Sabbatical leave applications must be forwarded by the academic deans to the Office of the Executive Vice President and Provost of the University by the weekday coincident with or immediately preceding November 1. This means that the deadline for submission of applications to the departments should be set early in the fall semester.

Applications are reviewed by the department/division head, a college committee, and the dean. For faculty members who are in residence in one college but tenured in another, the college of budgetary responsibility will make the sabbatical recommendation, which will include a supporting recommendation from the department or division head or the school or unit director of the faculty member's tenure locus. Applications of all faculty reporting through the Vice President for Commonwealth Campuses must be accompanied by a recommendation from the campus chancellor to the Vice President for Commonwealth Campuses. All applications that are supported by the deans and/or Vice President are forwarded to the Office of the Executive Vice President and Provost of the University, where they are reviewed and recommended to the President, who makes the final decisions.

In general, reviewers at each level of review should ask the following questions about each sabbatical leave application:

- Is the significance of the project established?
- Does the presentation show the reader how the goals will be accomplished?
- What is the likelihood that the project will be completed or nearly completed on schedule?
- Does the applicant have the skills and background to undertake the project or a plan to acquire these before the leave?

- Is the purpose of the project communicated clearly to nonspecialists?
- To what degree is the sabbatical leave crucial to the completion of the project?
- Are the benefits of the proposed leave for the faculty member and for the University clearly articulated?

Faculty members are notified of decisions, usually prior to the December holidays, by their dean or campus chancellor.

#### VI. Sabbatical Leave Report

Every faculty or staff member who is awarded a sabbatical leave is required to submit a written report to the Provost via his or her department head and dean, specifying what was accomplished during the leave. The report is to be submitted within two months of the return from leave. It is not necessary to include the sabbatical leave application with the report. The dean will send the report directly to the Provost, who will send a letter of acknowledgment to the faculty member with a copy to the dean. The report will then be forwarded to the Office of Human Resources.

#### VII. Return to Service

Individuals who are granted sabbatical leaves are required to return for a full contract year of service following the sabbatical leave. Any person who does not return, or does not remain for the full contract year following the sabbatical leave will be required to refund the salary received from the University during the sabbatical leave.

## APPENDIX

The following list of ideas for instructional sabbatical leave projects is meant to be suggestive, not exhaustive. The list provides some idea of the range of possibilities and their impact on the improvement of instruction.

- Instructional scholarship - Designing, administering, evaluating, and reporting research of teaching/learning effectiveness in the applicant's area of instruction.
- Development of new instructional resources - The development of textbooks, computerized instructional programs, videotapes, etc., that enhance instruction in new or existing courses.
- Acquisition of new techniques - In-depth investigation and/or experience with teaching methods, technologies, programs, etc., that are being conducted at other institutions and have promise as models for improvements in the applicant's program.
- Development of outreach programs - Participation in an organized program in an external agency to develop new educational approaches or programs for the general public, or for students at the secondary or elementary levels.
- Alternative teaching experiences - Teaching in a novel situation—an inner-city high school, a foreign country, a different physical environment (agriculture, for example)—that provides experience which would have a positive impact on educational activities at Penn State.

Combinations of such activities, possibly including more traditional research activities, clearly fall within the purposes of the sabbatical leave program.

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and Provost of the University  
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