

# Sabbatical Proposals

Sponsored by:

John Brown University Office of Academic Affairs  
and Faculty Development

## **Statement of Purpose**

A sabbatical leave is an opportunity to refresh one's teaching, scholarship, service, and/or spiritual modeling/student care through the reassignment of faculty load during the sabbatical period. The award should focus on the professional development and effectiveness of the recipient in their work as a scholar and teacher to the benefit of the institution and its mission. It will not be granted for general travel or for rest.

## **Eligibility**

To be eligible for a sabbatical leave, a Faculty member shall have met these conditions:

- A. Served satisfactorily as a member of the Faculty for six years, as defined by the faculty evaluation process.
- B. Attained the Faculty rank of Assistant Professor.

## **Period of Leave**

Proposed sabbaticals may be for one semester (fall or spring, not including summer) or one year (fall, spring, and summer). Note that no overload is allowed during a sabbatical.

## **Number of Awards**

The on-campus undergraduate budget can typically cover adjunct instructors for two one-semester awards. Possible awards beyond that are not guaranteed and will depend on available institutional resources.

The graduate budget does not have any funds allocated for sabbaticals, and any semester-long sabbaticals would need to be covered from graduate reserves.

Year-long sabbaticals are typically "self-funded" with the unpaid half salary being used to cover any required adjunct instructors. This does not mean that year-long sabbaticals are guaranteed.

## **Stipend**

(Revised by EPC action on January 27, 1982): Faculty on a one-semester sabbatical will receive their full contracted salary for the year; faculty on a year-long sabbatical will receive one-half of the contracted salary for the year. No additional funds are part of this award, however faculty can still use their professional development funds during a sabbatical and apply for faculty development grants to be used during a sabbatical.

## **Feasibility Discussions**

The feasibility of a sabbatical leave should be discussed with the vice president for academic affairs (VPAA) and the appropriate college dean well in advance of the proposal submission due date and no later than May 31. Failure to do this could impact the success of the proposal. (See timeline, below).

## **Proposal Components**

As sabbatical requests are competitive, faculty are encouraged to put a great deal of care and effort into their proposal. The proposal should consist of the following sections:

- 1) Introduction/summary
- 2) Specific dates of proposed sabbatical
- 3) Statement specifying the
  - focus of the sabbatical (teaching, scholarship, service, and/or spiritual modeling and student care);
  - goals of the sabbatical leave projects in each of the specified area(s);
  - final product(s) expected at the end of the sabbatical.

The focus and final work product should be a novel work of significance and scale to enhance the faculty member and the institution. Here are some possible examples:

Teaching—New program development or significant enhancement, pedagogical development, teaching exchange programs

Scholarship—Data collection and research; preparation of a research output such as book manuscript, book chapter, or article for peer-reviewed publication; undertaking a sustained art, music, or engineering project

Service—If one has a significant service responsibility, such as head of a committee, development of a new or overhauled process or plan; comprehensive strategic plan

Spiritual Modeling and Student Care—Mission trips (this would likely not be the sole focus of one's sabbatical, but a portion of it); conducting primary and secondary research in student care

- 4) Details on how the proposed sabbatical projects contributes to career growth and the faculty member's Faculty Growth Plan (submit the Faculty Growth Plan with the sabbatical proposal)
- 5) Statement addressing the benefit of the sabbatical to the university community
- 6) Timeline for sabbatical activities
- 7) Plans for covering teaching, service, and administrative responsibilities. (This is the faculty member's responsibility, in conjunction with the appropriate department chair and college dean.)
- 8) Supporting letter from college dean endorsing the faculty member for sabbatical. This letter should assess the quality and feasibility of the proposal and address the plans to cover responsibilities should the sabbatical be approved.

## **Review and Approval**

The review committee consists of the VPAA, dean of undergraduate studies, an outside reviewer, and representatives from the Faculty Development Committee. The review committee will consider the following in evaluating sabbatical proposals: availability of funds, impact of coverage plans on students and colleagues, quality of proposed project(s), likelihood of project goals and final products being completed, benefit to the institution, support from the college dean, whether and when feasibility discussions were had with the VPAA, success of any previous sabbaticals, and results of past Performance Reviews and Systematic Evaluations.

Final approval will rest with the VPAA and the president.

## **Other Considerations**

- A. After approval of the planned sabbatical program, the faculty member must make arrangements with the Business Office for continuance of faculty benefits during the sabbatical. The University will continue to pay all benefits in the same manner as if the faculty member were actively teaching. Sabbatical participants should be aware of exclusions from coverage of JBU insurance (travel, liability, workers compensation, and auto) when traveling in locations where the U.S. Department of State warns U.S. citizens to avoid travel. JBU will not cover the uninsured financial or personal risks of traveling or working in such locations. Please refer to the Employee Handbook and to Human Resources for more information.
- B. A Sabbatical Summary Report (see Appendix A) must be submitted to the college dean to be included in the Annual Report. At the completion of the sabbatical, faculty can expect to present on their activities at a faculty lunch. Faculty approved for sabbatical are also requested to apply for the Balzer Lecture.
- C. The applicant agrees to return to John Brown University to continue employment immediately following the sabbatical leave for the following term of service: a one-semester sabbatical for one year continued employment during the next academic year; a two-semester sabbatical for two years continued employment during the subsequent two academic years. (Approved by UGC, February 2009, and Cabinet, March 2009).
- D. If the applicant voluntarily terminates employment prior to the completion of a term of service (see “C” above) to JBU, applicant agrees to reimburse to JBU the salary paid during the sabbatical, including fringe benefits.

## **Timeline**

May 30 (preferably sooner)	Discuss sabbatical plan with VPAA
September 15	Sabbatical proposals due
November 15	Announcement of awardees

## **Selection Rubric (see Appendix B)**

## APPENDIX A

# Sabbatical Summary Report Guidelines

**Due Date:** Submitted as part of college annual report for the year in which the sabbatical occurs

**Instructions:** The Summary Report is intended to give sabbatical awardees the opportunity to report and reflect on the results of their work. A primary purpose of the Summary Report is to help maintain a sense of accountability on the part of all parties and to help evaluate the successes and failures of each proposal. Although individual circumstances may vary, ordinarily the Summary Report should be from two to four pages in length, double spaced, and should include an update on all sabbatical projects.

## APPENDIX B - Selection Rubric

### Proposal Rubric

	Rating Scale					Rating	Weight
	1 Missing	2 Poor	3 Satisfactory	4 Good	5 Excellent		
<b>Goals of the Sabbatical</b>	No goals provided or goals do not align to the focus area(s) for the sabbatical.	Goals are not well-articulated. Alignment to focus area(s) is unclear	Proposal includes goals and align to the focus area(s) for the sabbatical	Goals are well-articulated and align to the focus area(s) for the sabbatical	Goals are very well-articulated and strongly align to the focus area(s) for the sabbatical		20%
<b>Final Work Product for the Sabbatical</b>	Work product detail not provided.	Work product information is not sufficiently detailed, work is not of significance or scale, or does not align to all focus area(s) of the sabbatical.	Work product description has gaps. Work is of significance and scale and aligns to the focus area(s) of the sabbatical.	Details of the work product is provided. Work is of significance and scale and aligns to the focus area(s) of the sabbatical.	Comprehensive and clearly articulated details on the final work product. Work is novel and of significance and scale and tightly aligns to the focus area(s) of the sabbatical.		20%
<b>Career growth and Faculty Growth Plan fit</b>	No information provided about the contribution of the project to professional development or alignment to the applicant's Faculty Growth Plan	Provides minimal information on the contributions of the project to professional dev; proposal aligns somewhat to his/her Faculty Growth Plan	Generally addresses the contributions of sabbatical project to professional development; demonstrates some alignment to his/her Faculty Growth Plan	Provides detailed contributions of project to professional development; demonstrates alignment to his/her Faculty Growth Plan	Clearly details contributions of sabbatical project to professional development; demonstrates strong alignment to his/her Faculty Growth Plan		15%
<b>Timeline for activities</b>	Does not provide a timeline or timeline is not proportionate to the length of the sabbatical	Timeline is unclear	Provides a timeline adequately proportionate to the length of the sabbatical	Well-articulated timeline proportionate to the length of the sabbatical	Clearly articulated, detailed, and reasonable timeline proportionate to the length of the sabbatical		10%
<b>Plans to cover teaching, service, and admin responsibilities</b>	No plan included in the proposal	Plan is included but doesn't address all responsibilities, requires additional resources beyond what is typically budgeted, or cancels more than one regularly scheduled course.	Plan addresses all responsibilities with either adjuncts, overload, or the cancellation of no more than one regularly scheduled course.	Plan addresses all responsibilities with either adjuncts or overload and doesn't cancel any regularly scheduled courses.	Plan is well-developed and addresses all responsibilities. Depends only on adjuncts, requires no faculty overload, and doesn't cancel any regularly scheduled courses.		15%
<b>Benefit to the university community</b>	Does not explain how the sabbatical will benefit the university. Does not align with the mission and goals of the university.	Weak explanation of how the sabbatical will benefit the university. Aligns with the mission and goals of the university. May fill a gap.	General explanation of benefit to the university. Aligns with the mission and goals of the university. May fill a gap and/or address a need within the university.	Clear explanation of benefit to the university. Aligns with the mission and goals of the university. May fill a gap and/or address a need within the university.	Extremely clear and coherent explanation of benefits. Aligns with and supports the mission and goals of the university. Fills a gap and/or addresses a university need.		15%
<b>Support letter from College Dean</b>	No support from the Dean or support letter is absent	Barely tolerable	Some support from the Dean	Good support from the Dean	Strong support from the Dean		5%
<b>Weighted Rating</b>						<b>0</b>	100%