

PROFESSIONAL DEVELOPMENT SABBATICAL LEAVE PROCEDURES

Stetson University supports sabbatical leaves for its tenured faculty. The purpose of a sabbatical is to promote professional development within the applicant's discipline.

Tenured faculty members are eligible for a sabbatical leave after each six (6) years of service at Stetson and may apply during their sixth year (or the sixth full year after the end of the academic year of the last sabbatical). The leave may be for one semester at full salary or for the academic year at half salary. Credit toward tenure does not affect the minimum requirement of six (6) years of service at Stetson. Tenured faculty who receive credit toward tenure from a non-tenure track position at Stetson may request that their correlated service be considered when determining eligibility, as long as those years were credited when the tenure-track appointment was made.

In reviewing the scholarly value of proposals, the Committee considers Chair and Dean evaluations and recommendations carefully. Applicants should alert their Chair (and, if appropriate, their dean) to their intention to apply for a sabbatical. They are also strongly encouraged to discuss the merits and quality of the proposed project, and its relation to their ongoing professional development. Chairs/Deans should provide feedback, including any reservations they might have about the quality or potential competitiveness of the proposed project, with the applicant.

Unless approved by the Provost as part of the sabbatical application, a tenured faculty member who is granted a sabbatical leave will be required to commit, before the sabbatical begins, to return to full-time teaching for at least one academic year (fall and spring) following the end of the sabbatical leave.

Application

Applications of successful sabbatical leaves from last year are on Faculty Reserve in the Library. Successful sabbatical applications from this year's pool of applicants will be posted in electronic format on a secure Library web page.

Successful applications and final reports on sabbatical projects will be posted in electronic format on a secure Library web page.

A complete application for sabbatical leave comprises the following items (items 2-4 may be integrated into a single comprehensive statement):

1. The attached "Sabbatical Leave Application Form";
2. A project title, followed by a narrative (not to exceed 1000 words) of the activities proposed for the sabbatical leave, using a style that is consistent with the generally accepted canons of the discipline. Successful applicants usually address such topics as background, purpose, objectives, plan of activities, anticipated results and how the proposed project breaks new ground. The narrative should be written so that it can be understood by faculty from other disciplines;
3. A narrative that discusses qualifications to undertake and complete the proposed project, including previous work related to the project, and that shows how the project is related to the applicant's professional growth as a teacher/scholar/artist/performer;

4. A statement of the anticipated effects of the proposed project on the applicant's professional growth and on the University;
5. A statement summarizing the activities and results of previous leaves. Failure to report on previous sabbatical leaves or unsubstantiated changes to awarded sabbaticals may disqualify future applications;
6. A current curriculum vitae.

Evaluation

A sabbatical will be granted only upon the strong demonstration of the strengths and merits of the proposal. The Professional Development Committee evaluates only **complete** applications by considering the following factors, in descending order of importance:

1. Scholarly Value: The value of the project within the discipline; its purpose and objectives; and the likelihood of significant results.
2. Project Scope: Description of the plan of activities to be undertaken for the project, including steps and/or methodology and the suitability of the sabbatical period for the project as described.
3. Value to the University: Evidence that the proposal will extend the applicant's expertise and bring professional recognition to the University or enrich classroom teaching or have a significant impact on the curriculum.

Submission Procedures and Calendar for Sabbatical Leaves 2012-2013

Applicants, chairs, and deans must abide by the published schedule.

Deadlines

Procedures

4:30 p.m., Monday, September 19

On or before this date the applicant will notify the Department Chair and the Office of Academic Affairs of his/her intent to apply for a coming year sabbatical and shall complete a consultation with the Chair to discuss the nature and viability of the proposed sabbatical. (If the applicant is a Department Chair then the applicant should notify his/her Dean.) The purpose of this consultation is to receive feedback on the proposed sabbatical and guidance on changes that may strengthen the final proposal.

4:30 p.m., Wednesday, October 19

Applicant:

- 1) Submit eleven (11) copies of your complete application to the Office of Academic Affairs. The Office of Academic Affairs will forward two copies of the application to department chairs. (If the applicant is a Department Chair, the Office of Academic Affairs will submit his/her application to the Dean. The Dean will write the detailed evaluation.) The remaining copies will be distributed to Professional Development Committee members. If the proposal is funded, a copy will also be placed on file in the library. Please note that no electronic submissions will be accepted. **Applications received in the Office of Academic Affairs after the due date will not be considered.**
- 2) Submit one extra copy of the "Sabbatical Leave Application Form" cover sheet only) to the chair of the Professional Development Committee:
Eric Kurlander, Unit 8344 or Room 304 Elizabeth Hall.

Friday, October 28

Department Chair:

Submit one (1) copy of the application with a written evaluation to the Dean. The evaluation should candidly assess the scholarly value of the project, the scope of the project, its value to the University, and the relevance of the project to the applicant's ongoing development as a member of the Stetson faculty. The evaluation should be discussed with the applicant. The Chair must provide an explicit plan for covering the teaching and other responsibilities of the applicant during the term of the sabbatical. It is the responsibility of the Chair and Dean to carefully evaluate the application as to its completeness. If found lacking, constructive feedback should be delivered to the candidate in time to allow for minor changes.

Friday, November 11

Deans:

Submit written comments to the Office of Academic Affairs. The comments should include an evaluation of the substance of the proposed project, and describe the manner in which teaching and other responsibilities of the applicant will be met during the time of the proposed leave. If the applicant is a Department Chair, the Dean writes the detailed evaluation as described above.

The Office of Academic Affairs will distribute the applications to the members of the Professional Development Committee for consideration.

Applications received at the Office of Academic Affairs after the due date will not be considered. Department Chairs and Deans must abide by the published schedule.

Monday, December 5

Professional Development Committee:

Evaluate the proposals November 14 –December 5, and submit recommendations to the Associate Provost.

Thursday, December 8

Associate Provost:

Review the proposals and the committee recommendations and submit to the Provost.

Monday, December 12

Provost:

Notify candidates of final decision on their applications.

Friday, January 13

Unsuccessful Applicants: Candidates whose sabbatical proposal is rejected by the committee have the right to appeal to the Provost. The appeal is due on or before January 13. The Provost will then render a final decision and notify each candidate of the outcome by February 15.

September 13, 2013

Successful Applicants: Must submit a brief summary of their sabbatical activities by September 13, 2013, to their Dean and to the Office of Academic Affairs. These final reports will be posted in an electronic format on a secure Library web page.

KEEP THESE PAGES FOR FUTURE REFERENCE.

STETSON UNIVERSITY
Sabbatical Leave Application Form

Name: _____

Department: _____ Rank: _____

Campus Box: _____ Extension: _____ E-mail: _____

Starting date of faculty appointment: ____ _____

Dates of all previous leaves: _____

For which of the following are you applying? Please check *only* one.

Fall semester 2012: _____

Spring semester 2013: _____

Full academic year 2012-13: _____

Title of proposed project: _____

Do you agree to submit a report of your research and/or your activities to the Office of Academic Affairs by September 15, **2013**?

Yes _____

No _____

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By signing below, I hereby affirm the answers provided above and also commit to return to full-time status for at least one academic year (Fall/Spring) following the end of my Sabbatical leave.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_