Sabbatical Leave Application

The SaLe Committee will not consider incomplete applications

Checklist

Please make sure you have included the following:

_____Dates of Proposed Sabbatical

_____Years of services/eligibility points

_____Department chair and dean signatures

_____Applicant signature

Attachments

_____ Curriculum vitae—*Must not be longer than 8 pages.*

_____ Budget—*See application for details on when a budget should be included.*

_____ Letter(s) of support—*See application for details on when letters should be included.*

Narrative

_____ Please make sure all sections have been completed and that the proposal is written in language that is understandable to an educated layperson.

For any questions, please contact the co-chairs of the SaLe Committee:

Rachel McMullin rmcmullin@wcupa.edu and Jacqueline Van Schooneveld
jvanschooneveld@wcupa.edu

West Chester University of Pennsylvania
APPLICATION FOR SABBATICAL LEAVE
Submit electronically to Provost Office (provost@wcupa.edu)

Please provide the following information:

First and Last Name:

College:

Department:

Sabbatical Request (select one)
_____ 1 semester at full salary (requires 7 years of service as calculated below)
_____ 1 year at ½ salary (requires 7 years of service as calculated below)
_____ 1 year at full salary (requires 14 years of service as calculated below)

Semester(s) that sabbatical will be taken: _____
The semester(s) should take place the academic year following the application (i.e., applications submitted in fall 2024 are for fall 2025 and/or spring 2026)

Eligibility
The general rule of thumb is that you need 7 years of full-time service as a faculty member in the PASSHE system for each sabbatical (including at least 5 years continuous service at WCU), but you do not need to wait 7 years between sabbaticals. You cannot, however, apply any earlier than three (3) semesters following the semester in which a previous sabbatical has been taken. To help ensure that you have enough years of service to qualify for a sabbatical, please complete the following steps:

1. Semester and year that you began as a full-time faculty member in the PASSHE system: _____

2. Give yourself one (1) seniority point for each semester of service _____

   Do include semesters that fall between the time of application and the start of the proposed sabbatical. For instance, if you are applying fall 2024 and the sabbatical would start fall 2025, include two points for fall 2024 and spring 2025. Three points would be added for a sabbatical starting spring 2026.

3. Calculate points for any prior sabbaticals you have taken _____ (number of sabbaticals)* X 14=

   *Enter 1 point for each prior 1 semester or 1 year (half pay) sabbatical you have taken. A full-year, full-pay sabbatical equals 2 points. *After entering points for prior sabbaticals, remaining eligibility points will automatically calculate.**

4. Then subtract that number from the total seniority points calculated in step 2

5. Divide the number in step 4 by two (2) to convert that number into years

   This number must be at least 7 (years) to meet the minimum requirement for a 1 semester, full salary or 1 year, ½ salary sabbatical. It must be at least 14 (years) for a 1-year, full salary sabbatical.

For those applying for promotion, see the WCU Tenure & Promotion Policy III.A.P2.iv and Appendix 4 (FAQ), Q3. You are encouraged to speak to your sabbatical activity in your promotion application.

The faculty member is responsible for ensuring that Chairperson's and Dean's comments and signatures are obtained on time, and that the completed proposal (PDF) is emailed to the Provost's Office by the published deadline. Incomplete applications or applications received after the published deadlines will not be reviewed by the SaLe Committee.

1. Project Abstract

(Maximum 150 words)

Please provide a short abstract summarizing your project and its outcomes.

2. Merit of Project

(Maximum 150 words)

Please describe how you think your project meets the standards of merit described in Section C of the WCU Sabbatical Policy.

3. Description of the Project and its Outcomes

(Maximum 1,500 words excluding references)

Please include:

    a.   A discussion of the background and significance of your project(s).

    b.   A detailed description of how the project(s) will be carried out (i.e., discussion of methodology, procedures, and/or activities) and the time commitment required to complete the work.

    c.   A description of the outcomes of the project(s), including, but not limited to, any scholarly/creative outputs and any competencies developed via professional development.

4. Projected Work Plan

(Maximum 400 words)

Please include:

    a. A detailed timeline that shows when project activities will be completed, including relevant work to be completed before or after the sabbatical period. A table or list format is fine.

    b. A brief discussion of the likelihood of project completion.

    c. A discussion of contingency plans, if project completion is dependent on outside factors.

5. Letter(s) of support

Please include letter(s) of support if appropriate. Examples include:

    a. To document the value and nature of a collaboration or of a location, the availability of resources, or the feasibility of the project.
    b. To document access to a restricted space, such as an archive, library, or lab facilities needed to complete the project.

Are any letters attached?

    a. Yes_____ b. No____

6. Budget

Please complete the sabbatical budget form if your proposed project depends on self or outside funding beyond the award of the sabbatical itself, including for any of the following:

    a. travel/lodging
    b. purchase of equipment/materials or other operating expenses
    c. paying student workers or consultants
    d. fees for conferences, presentations, workshops, etc.

Budget is:

    a. Attached_____ b. Not applicable to project_____

Budget Elaboration: Please use this space to provide any contextual information that would aid the committee in understanding your budget.

7. Project Benefits

(Maximum 500 words):

Please describe how your project will:
   a. Enhance your own teaching or professional responsibilities and/or scholarly/creative competencies.
   b. Benefit your students, the university, your discipline, and/or the broader community.

8. Description of Meritorious Service

(Maximum 800 words)

Please see the description provided in Section D of the WCU Sabbatical Policy.

Note: If you have previously had a sabbatical, only include activities that have occurred since your last sabbatical.

Endorsements and Comments

a. Chairperson

N.B. If the applicant is the Department Chair, this form must be signed by the Assistant Chair or, if there is no Assistant Chair, a senior tenured member of the Department.

Please indicate your recommendation regarding the funding of this application and comment below on the relevancy and potential benefits of the described project.

Chairperson signature: Date:

b. Dean

Dean recommendation: Please indicate your recommendation regarding the funding of this application and comment below on the relevancy and potential benefits of the described project.

Dean signature: Date:

Signature of applicant

I certify that the information I have presented is accurate and contains no omission of fact.

Faculty applicant signature: Date:

N.B. The application will be submitted electronically in PDF form to Provost@wcupa.edu. Please follow the procedures for submission as outlined under Sabbatical Leave on the Provost's webpage.