

Sabbatical Leave Application

Submit electronically to Provost's
Office

*****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: Joanne Sullivan

College: Health Sciences

Department: Nutrition

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.

The focus of this proposal is on improving global health and pediatric malnutrition assisting the organization Healthy Niños Honduras (HNN), a non-profit organization that provides child survival programs to underserved communities in Honduras. There will be 3 parts of the project, and the anticipated outcomes will be a full analysis report for the general health and pediatric malnutrition data collected by HNN, a literature review of the current state of pediatric malnutrition and the global interventions that are used to improve this problem, and the development of reports to be used in upcoming grant and foundation proposals. It is anticipated that most, if not all, work will be completed. The primary benefit involves assisting HNN with continuing their efforts of improving health and reducing pediatric malnutrition. Additionally, this project will benefit the students in the nutrition department by gaining a greater understanding of global health.

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.

This proposed project meets the following two standards of merit - enhancement of teaching and professional competence. As a faculty member in the Nutrition Department, my primary teaching responsibilities involve coursework in clinical nutrition and dietetics. This coursework involves making the diagnosis and providing nutrition interventions for malnutrition. This project will strengthen my understanding of the interventions used globally to improve health and reduce pediatric malnutrition. This information can be incorporated into some of my courses by enhancing the lectures and assignments associated with this topic and students may be able to take this information and use it in their professional practice. Additionally, gaining a more thorough understanding of pediatric malnutrition will enhance my professional competence as a nutrition faculty member. This project will allow me to put into practice the teacher-scholar model in a new way.

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.

Background and Significance

The focus of this proposal is on improving global health and pediatric malnutrition which includes wasting, stunting, and underweight. According to the World Health Organization (WHO), in 2022, 149 million children under 5 were estimated to be stunted (too short for age) and 45 million were estimated to be wasted (too thin for height). Almost half of deaths among children under 5 years of age are linked to undernutrition and these deaths primarily occur in low- and middle-income countries, like Honduras (WHO, 2024). Some of the consequences of pediatric malnutrition include delayed mental development, poor school performance, reduced intellectual capacity, reduced immunity, and increased mortality (WHO, n.d.). Additionally, malnutrition can have far-reaching consequences for human capital, economic productivity, and national development (US Aid, 2018).

Combating malnutrition in all its forms is one of the greatest global health challenges and is the primary mission of the Healthy Niños Honduras (HNH) organization. HNH provides various child survival programs to malnourished children and their families, including a Nutritional Rehabilitation Center (created in 1997), regular deworming distribution and community education, as well as medical/dental/construction brigades. Honduras is a lower-middle-income country, with approximately 10 million citizens. It is one of the poorest countries in Latin America, with a third of the population living on less than a dollar a day. Current estimates indicate that 23% of children under 5 years are stunted, 7% are underweight, and 1% are wasting (US Aid, 2018; World Food Programme, n.d.), highlighting the tremendous need for the work of HNH.

HNH primarily serves the San Francisco de Yojoa, Cortes region of Honduras. This region is in the northern part of the country approximately 3 hours north of the capital Tegucigalpa, which can be seen in this picture.

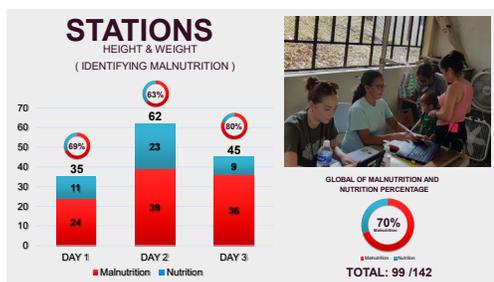


During the medical brigades, teams visit rural communities to provide basic medical care. One of the stations for the brigade is to check the height and weight for all children. If children are determined to be malnourished, they may be invited to stay in the Nutritional Rehabilitation Center which can hold 12 families (mothers and children) at a time. Each year, 60-70 children are served through the Center. The mother and child live at the Center for an average of 4 weeks, during which time the children are restored to full health while their mothers are trained in a wide range of topics including the preparation of nourishing meals, hygiene, and family planning. The mothers are also taught to pass this knowledge on to their relatives and neighbors when they return to their villages. Treatment is always free of cost to the child's family (HNH, n.d.).

In my role as a nutrition faculty member, I have led 6 service-learning opportunities providing the community medical brigades with HNH (65 students have participated). The service-learning project is provided to students

through the course NTD 455/555, Nutrition Assessment, Education, and Service in Honduras. This project allows students to develop their skills in nutrition assessment and intervention and supports the focus of internationalization by providing an international experience to improve cultural humility. A summary of the experiences that students participate in to combat malnutrition include deworming and vitamin medication distribution, providing water filtration systems, concrete flooring (protects from bacteria and parasites in the home), and assessment of pediatric height and weight.

My involvement working with the HNH organization has given me a greater understanding and appreciation of their work. A summary of the pediatric malnutrition diagnoses from our last trip in May 2024 can be seen below. HNH has been collecting pediatric malnutrition data of the communities that they visit since 2011, however they have not done much to analyze or organize their progress. The focus of this sabbatical project will be to work with HNH to assist in data analysis/synthesis, conduct a literature review of current global pediatric malnutrition interventions, and to create reports for HNH to use to support them with securing additional grant and foundation funding.



Project Overview

This sabbatical project will involve three parts of work – data analysis/synthesis, a literature review, and development of reports.

1. Data analysis and synthesis: HNH has been collecting pediatric malnutrition data (WHO z-score data) since 2011. Furthermore, they collect general health data on all community members. In 2020, community health data were collected through an electronic medical record system (Backpack EMR). Previous health data were recorded on paper. Backpack EMR was created specifically for use in developing countries, documenting the work of service teams participating in mobile clinics or resident clinics. HNH staff received training and started the implementation of the program. The goal of the data collection is to show the reality of the communities and their challenges and how to educate them, seeking the well-being of the families to provide a better future. Unfortunately, as soon as the new program was implemented, due to the COVID-19 pandemic, all brigades and Nutrition Center program work was put on pause for several months. Over the next 4 years, the programs were adjusted and returned to the frequency of before the pandemic. Due to the lapse in usage of the program when it was freshly implemented, and the change in staff over the course of the last 4 years, information has not been input into Backpack EMR sufficiently to allow for the ability to export and analyze data effectively. HNH has submitted for grant funding to assist with the analysis of these data, and they are awaiting notification on if they have secured the grant. However, at this time, little has been done to analyze or compile these data. HNH has a plan to begin data analysis later this year with the hopes that all data will be analyzed by the time this sabbatical project begins. HNH will be partnering with analysts in Lacher Insurance to complete the data analysis. My role with the data analysis will include assisting with any data that has yet to be analyzed at the time this sabbatical begins, merging general health data with the malnutrition data for all the communities, and working with the analysis reports to present them in a meaningful way. It is anticipated that this portion of the project will take 1-2 months to complete.

2. Literature review: HNH has been providing medical brigades to rural communities for almost 30 years. According to their executive director, Dr. Herman Sagastume, they have not made significant changes to these brigades over the years. One of the goals of the organization going forward is to investigate the current literature around interventions for improving global health and pediatric malnutrition. The literature review will consist of 5 steps: 1) define the research question, 2) conduct a broad search of the literature, 3) critically analyze the literature, 4) categorize the research, and 5) write the literature review. Understanding the current state of research will help to determine if there are ways the organization can improve and if there are opportunities to provide additional services or treatments to the communities they visit. My role will be to complete this literature review and present the findings to Dr. Sagastume. It is anticipated that this portion of the project will take 6-8 weeks to complete.
3. Development of reports: As a non-profit organization, HNH relies on donations and volunteers to complete a lot of their work. Having their data analyzed and organized in a way that they can use to solicit additional funding is a priority for the organization. Acquiring grant and foundation funding is challenging. The funds are often limited, and there can be considerable competition. It is important for nonprofit organizations, like HNH, to find ways to demonstrate the incredible and meaningful work they are doing. My work with this part of the project will be to create summary reports that can be used to solicit funding to support upcoming projects. It is anticipated that this portion of the project will take 1 month to complete.

Project Outcomes

Given the three parts of this sabbatical project, it is anticipated that there will be three outcomes:

1. A full analysis report for the general health and pediatric malnutrition data.
2. A literature review of the current state of pediatric malnutrition and the global interventions that are used to improve this problem. Depending on the findings from this literature review, this will assist in my professional development as a registered dietitian and educator of clinical dietetics.
3. Development of reports to be used in upcoming grant and foundation proposals. My work with this project may allow for assistance with the actual grant writing if time permits.

References

Healthy Niños Honduras. (n.d.) *Our work in Honduras*. <https://healthyninos.org/>

USAID. (2021, December). *Honduras: Nutrition Profile*. <https://www.usaid.gov/sites/default/files/2022-05/Honduras-Nutrition-Profile.pdf>

World Food Programme. (n.d.) *Honduras*. <https://www.wfp.org/countries/honduras>

World Health Organization. (2024, March 1). *Malnutrition*. <https://www.who.int/news-room/fact-sheets/detail/malnutrition>

World Health Organization. (n.d.) *Malnutrition in children*. <https://www.who.int/data/nutrition/nlis/info/malnutrition-in-children>

4. Projected Work Plan

(Maximum 400 words)

Please include:

- 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.
- A brief discussion of the likelihood of project completion.
- A discussion of contingency plans, if project completion is dependent on outside factors.

Project Timeline				
List of Activities	Month 1 (Aug-Sept)	Month 2 (Sept-Oct)	Month 3 (Oct-Nov)	Month 4 (Nov-Dec)
Data analysis/synthesis report				
Literature review of global pediatric malnutrition interventions including summary report				
Report development/Grant Writing				

It is anticipated that the majority, if not all, of this project will be completed. The timeline set for the literature review and report development/grant writing is reasonable and appropriate given the scope of the work. Additionally, since I will be working on these two parts of the project by myself, I will not have to worry about external factors affecting other participants that may delay the progress. The only anticipated external factor that may interfere with the timeline is the initiation of data analysis on time during the fall of 2024. HNH has predicted that the data analysis will take approximately 500 hours. If the data analysis is delayed, or not completed, I may need to spend more time assisting with this part of the project. Another consideration for ensuring the completion of this project is to adjust the order of work. The timeline may be adjusted to initiate the literature review and summary report first to allow additional time for the data analysis to be completed. Given the possible adjustments to the timeline and possibility of delay in data analysis, I can commit to spending some time during winter break to complete the project as much as possible.

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.

The primary benefit involves the discipline of nutrition and broader community. Assisting HNH with continuing their efforts of improving health and reducing pediatric malnutrition is the overarching goal. By organizing and analyzing their data, they will be able to identify the positive outcomes of their program. Additionally, these data and reports can be used to secure additional funding to continue to support their efforts, which are primarily driven by donations. HNH believes that the work being done is improving the health of the children and the communities in which they reside, and they will be able to prove that with the analyzed data. Additionally, through my work with developing a literature review, I may be able to identify additional examples of interventions that can assist with improving health and reducing pediatric malnutrition in the communities they serve.

By participating in and completing this project, my level of professional development will grow. I will have a better understanding of global pediatric malnutrition. Malnutrition is a disease included in my NTD 400, Clinical Nutrition Assessment course, but this topic will be enhanced through my participation in this project. Additionally, I may be able to create a scholarly manuscript for publication and/or present the findings at a professional conference. Finally, I may be able to assist HNH with professional grant writing, which will also enhance my professional development.

Personally, it has been a tremendous joy and privilege to work with the HNH organization. It has been rewarding to work with an organization that truly believes in their mission – “to establish a network of partnerships throughout many sectors of society and organizations that are willing to join together and participate with initiatives and programs that offer healthy alternatives to children and communities in Honduras, as well as hope for a sustainable future (HNH, n.d.).” Leading teams of students in this type of international service-learning project has many benefits. Students can see first-hand the nutritional struggles of communities in poverty. They participate in a firsthand experience that would be difficult to find in the United States. The level of poverty observed in the communities we visit is much more serious than anything witnessed here, given that one-third of the population lives on less than a dollar a day. I am proud to share that students often describe this experience as “life changing.”

Reference: Healthy Niños Honduras. (n.d.) *About HNH*. <https://healthyninos.org/>

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.

I have maintained an active level of service throughout my tenure at WCU. Listed below are examples of activities that contribute significantly to my discipline, West Chester University, and the profession at large.

University Service Activities

My most significant contribution to the University has been through my service on the **Tenure and Promotion Committee** from 2019-2021 and 2023-2025. I value the work and dedication of the committee members, and I believe this to be my most substantial service contribution. Not only has my participation on the committee assisted the University, but I have also been able to mentor other faculty regarding the application and tenure/promotion process.

Second, I have served as a **faculty mentor**. I recognize the importance of mentorship for professional growth and development. It is important to use mentoring as a strategy to enhance faculty success and to create a collaborative learning process. I have met regularly with my mentees to discuss their professional goals and how they can meet their key competencies, inform them about policies and procedures, and provide a unique perspective from someone outside of their department.

Additionally, I served on the **Moon Shot for Equity, Transfer Pathways Team; the Navigate Engagement Team, Workflow Committee; and the Executive Director of Graduate Admissions Search Committee**. In my role with the Moon Shot for Equity Transfer Pathways Team, I helped to provide insight into the needs of transfer students. The goal of this committee is to investigate equity gaps in retention and graduation rates for transfer students. The Navigate alert system was pilot tested during the summer of 2022 and has since been fully implemented. The Navigate alert system allows faculty to ensure that students are staying on track with their degree progress. Finally, I served on the committee to select the Executive Director of Graduate Admissions. For this committee, I evaluated applications, participated in interviews, and contributed to selection conversations.

Finally, given my experience with global service-learning programs, I have participated in the **Service-Learning Working Group**, which brings together faculty from the University to discuss current community engagement initiatives. I served on the **General Education Global Awareness Certificate Pathways Committee**, and I have recently been asked to serve on the **Global Engagement Advisory Council** and my work with this group will begin this month.

CHS Service Activities

I have held a leadership position as the **Chair of the Faculty Vision Award Committee**. The purpose of this Committee is to “recruit, retain and create a welcoming and inclusive environment for faculty, staff and students who reflect the diversity of our world today.” The Committee is made up of one faculty member from each department within the CHS and is tasked to evaluate applications and provide a recommendation to the Dean for an individual that embodies the mission of the CHS.

Nutrition Department Service Activities

From 2016-2021, I held the role of **Undergraduate Program Director**. In this role, I served the Department by overseeing all accreditation processes and coordinating and maintaining all data and curricular objectives to

align with university and accrediting body standards and expectations.

From 2021-2024, I held the role of **Graduate Program Coordinator**. Within this role, I oversaw recruitment and retention of students; reviewing applications for the accelerated BS to MSCN, MSCN, and dietetic internship; advising; program communication to students and the department; program modifications; and others. I serve as a **co-chair for the scholarship committee**. Since my mother passed away in 2014, my family and I have provided several scholarships within the department in her name. The Department has offered anywhere from 3-10 scholarships each academic year depending on the level of funding received. These scholarships are valuable to our students because of the financial requirements of education and training needed for the registered dietitian credentialing exam.

Service to the Nutrition Profession

My service to the profession has included positions at the local, state, and national levels within the Academy. The Academy “is the world's largest organization of food and nutrition professionals” and is the major professional organization for registered dietitians. My primary leadership positions include **secretary (2016-2018), chair (2019-2020; 2023-2024), and chair-elect (2021-2023) for the Nutrition Educators of Health Professionals Dietetic Practice Group of the Academy**. The mission of this practice group is to “empower food and nutrition professionals to be the valued source of nutrition education of health professionals.” We offer our members webinars, newsletters, and other forms of professional development and continuing education.

I served for a year as a workgroup member for the **Medical Nutrition Therapy Effectiveness update for the Academy's Evidence Analysis Library** (systematic review of literature). The service involved deciding the topics and questions selected for the systematic review, determining the key terms and selection criteria used for the review, evaluating the papers selected for review, grading the culmination of evidence, and developing conclusions.

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.

The proposed projects is a severely needed area of research. Dr. Sullivan's involvement with this group will benefit the organization and the people it serves. A sabbatical will provide Dr. Sullivan the time needed to complete this work, which positively impacts her professional development. I believe this project meets the full merit for a sabbatical.

Chairperson signature: Christine Karpinski

Date: 9/11/2024

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.

I STRONGLY SUPPORT THIS APPLICATION. FOR FIVE+ YEARS DR. SULLIVAN HAS BEEN WORKING WITH THIS ORGANIZATION. DEVOTING UNDIVIDED TIME TO FURTHER SUPPORT HER SCHOLARSHIP AND SERVICE IN THIS WAY (SABBATICAL) IS A LOGICAL PROGRESSION.

Dean signature:

Scott Heiler

Date:

9/15/24

Signature of applicant

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

Faculty applicant signature: Joanne Sullivan

Date: 09/10/2024

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.