

Sabbatical Leave Application Checklist

Submit one hardcopy to Provost Office

*****The SaLe Committee will not consider incomplete applications*****

Cover Sheet -- *Includes the following:*

_____ Dates of Proposed Sabbatical

_____ Applicant's Signature

_____ Years of Service/Eligibility Points

_____ Dept. Chair's Signature

_____ Dean's Signature

_____ **Curriculum Vitae** -- *Must not be longer than 8 pages.*

Narrative -- *Describe the proposed project using the areas indicated in the application form:*

PLEASE NOTE: Your proposal should be written in clear, correct English that is understandable to an educated layperson.

_____ Summary of Project (maximum 250 words)

_____ Tangible Results of the Project (maximum 300 words)

_____ Description of the Project (maximum 1000 words excluding references)

_____ Projected Work Plan and Timeline (maximum 250 words)

_____ Professional Competencies (maximum 500 words)

_____ Likelihood of completion of project (maximum 200 words)

_____ Description of meritorious service (maximum 800 words)

_____ **Budget** -- *Where appropriate, to detail expenses for equipment, student support, etc. Please use the budget form included as Appendix 1.*

_____ **Letters of support** -- *Where appropriate, to affirm the significance and feasibility of the project.*

For example, letters might be appropriate

- To document the value and nature of a collaboration or of a location, the availability of resources, or the feasibility of the project;
- To document access to a restricted archive or library or the importance of the work to be undertaken.

_____ Final report(s) of any previous sabbatical leave(s) has/have been filed

_____ **All Required Signatures**

Please see the Sabbatical Leave Policy and form on the Provost's website for further description. For any questions, please contact the Chair of the SaLe Committee: (2017-2018, Katie Morrison, kmorrison@wcupa.edu)



West Chester University of Pennsylvania

APPLICATION FOR SABBATICAL LEAVE

Submit one hardcopy to Provost Office

Name Department Date

1. Sabbatical Request (Select one): _____ 1 year at ½ salary _____ 1 semester at full salary

Sabbatical to begin _____ and end _____

Eligibility: The general rule of thumb is that you need 7 years of full-time service as a regular (permanent) faculty member for each sabbatical, but, you do not need to wait 7 years between sabbaticals. You cannot, however, apply any earlier than four 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, answer the following questions:

- Year and semester you began as a full-time regular (permanent) faculty member in the PaSSHE (Note: policy requires that you have at least five consecutive years of service at WCU) _____
- Give yourself one (1) seniority point for each semester of service _____
- Subtract 14 points for each sabbatical you have taken (skip this step if you have never had a sabbatical) _____
- Divide the remaining number of seniority points by two (2) to convert semesters to years. _____ The result must be at least 7 (years) in order to qualify for the minimum number (5) of years of service points (see p. 4 of the Sabbatical Leave Policies and Procedures).

Note: You do not have to wait until you have completed 7 years of service to apply; you do, however, need to make sure that you will have completed 7 years of service before you take the sabbatical. Because applications must be submitted at least two semesters (fall leave) or three (spring leave) semesters in advance, you can count those semesters as part of your required years of service.

For those applying for promotion, see the Promotion Policy III.B.8.II.2 and FAQ (Q.3). You are encouraged to speak to your sabbatical activity in your Promotion Application.

Proposal Submission. 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 (hardcopy) is delivered 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.

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

Applicant's signature

Date

2. Summary of the Project [describe the project and summarize its merit according to the criteria set out in the Sabbatical Policy] (maximum 300 words):

3. Tangible Results of the Project (maximum 300 words):

4. Description of the Project [including scholarly or professional objectives, significance, and description of methodology, activities, and procedures] (maximum 1,000 words excluding references):

Description of the Project (continued):

5. Projected Work Plan and Timeline [for all activities and/or procedures identified in #4] (maximum 250 words):

6. Professional Competencies (maximum 500 words):

[Explain how the project will enhance your professional competencies in relation to your current work assignment and specify the expected benefits for your professional development, the discipline, and the university.]

7. Likelihood of completion of project (maximum 200 words):

8. Previous sabbatical(s):

<u>Year</u>	<u>Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Previous AWA(s) for scholarly/creative endeavors:

<u>Year</u>	<u>Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. Description of Meritorious Service [identify by year since last sabbatical] (maximum 800 words):

11. Attach current curriculum vitae, no longer than 8 pages. Attach letters of support (not required, but encouraged).

12. Endorsements and Comments

a. _____
Chairperson Date

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 comment below on how the sabbatical relates to the individual faculty member's assignment in the department as well as how the sabbatical relates to department goals or long range plans.

b. _____
Dean Date

Please comment below on how this sabbatical relates to the school/college goals or long range plans.

13. _____
Signature of Faculty Applicant Date

14. Signature of SaLe Committee Chairperson (may include committee comments):

Signature of SaLe Chairperson

Date

15. Status of Applicant: _____ Recommended _____ Not Recommended

Signature of President or Designee

Date

16. The above detail is important to allow the SaLe Committee to determine academic purpose and to permit the President to implement his/her rights under CBA Article XVIII, A.

(All materials submitted herewith shall become part of the applicant's official personnel file under CBA Article XIII.)

N.B. The application MUST be submitted in hardcopy. Please follow the procedures for submission as outlined in the "Overview" tab on the Provost's webpage.