

Sabbatical Leave Policy and Procedures



Definition

As stated in the ISU Policies and Procedures (ISUPP 4030), *sabbatical leaves are granted as an acknowledgment of outstanding service, and provide an opportunity for advanced learning, research, creative activity, or performance. The sabbatical leave program promotes excellence in the faculty and enhances the reputation of the University.*

Eligibility

Members of the tenured or clinical faculty who have completed at least six years of full-time employment since appointment to the faculty or since their last sabbatical leave are eligible for a sabbatical leave.

International Travel

If your sabbatical plans include international travel, refer to the ISUPP-4030.

Compensation and Faculty Obligations

- Compensation while on sabbatical leave shall be full salary for one semester or one-half salary for two semesters; an approved sabbatical is contingent upon funding.
- Additional income may be derived from fellowships, part-time assistantships, or other sources of limited income, but full-time employment while on sabbatical leave is not permitted unless specifically authorized by the President of the University.
- A sabbatical leave which has been awarded may be deferred at the request of the recipient by the President of the University and the State Board of Education. A sabbatical leave that has been awarded, but subsequently delayed due to funding constraints, may be deferred for one year without re-application.
- A recipient of a sabbatical leave is expected to return to the University for at least one academic year, or repay the money received while on leave.
- At the conclusion of the sabbatical, the recipient is to file a brief report of sabbatical activities to the Provost of the University. The recipient will be invited to share the outcomes of their sabbatical at a College of Education (COE) event.

Application Process

The Office of the Dean shall inform all faculty in the COE of the timeline for the sabbatical application prior to the September 1 deadline preceding the academic year of the intended sabbatical. The most recent application form "Sabbatical Leave Policies & Procedures" is available in COE Box. A faculty member may apply for a sabbatical to commence two years later. This is for occasions that require advanced planning, such as when coordinating a Fulbright application with a sabbatical leave.

Faculty seeking sabbatical leave must **complete and submit a clear and concise College of Education Application for Sabbatical Leave**. A copy of the application is attached. Please include the following information in the application:

1. **Record of accomplishments:** To what extent does the record of accomplishments warrant the award of a sabbatical leave? Are there accomplishments in the area of teaching, scholarship, or service that benefit the program area, college, university, public schools, or other agencies, community, and/or the applicant's field/discipline/profession?

2. **Objectives and feasibility of project:** To what extent are the objectives clearly and concisely described in the proposal? To what extent can the project be initiated, executed, and/or accomplished during the sabbatical leave given the parameters of the proposed sabbatical leave?
3. **Anticipated benefits to the applicant:** To what extent will the sabbatical leave benefit the applicant's teaching role, research agenda, and/or service commitments? Do the activities match the applicant's objectives and anticipated benefits?
4. **Anticipated benefits to program, institution, field, etc.:** To what extent will the sabbatical leave benefit the applicant's program, department, institution, field, or other entity? To what extent will the proposed project extend knowledge in the field? Do the activities match the objectives and anticipated benefits for other entities?

Review Process

Department Chair

- Upon receipt of applications for sabbatical leave, each *Department Chair* will review the departmental applications and make written recommendations regarding action on each sabbatical application.
- The Department Chair shall provide a copy of the chair's recommendation to the applicant. Should the applicant disagree with the recommendation, he or she must appeal in writing to the next higher level of review within 5 days of receipt of the notification of recommendation.
- The department chair will forward all application materials and written recommendations to the chair of the College of Education Faculty Review Committee by October or the agreed COE timeline provided to candidates near the end of each preceding spring semester.

College-level Faculty Review Committee

1. Following receipt of the sabbatical leave applications from all departments, the COE Faculty Review Committee will meet for initial review and recommendation.
2. Members of the College of Education Faculty Review Committee shall independently review and evaluate all applications. An evaluation form shall be completed by each member of the committee for each application. A copy of the evaluation form can be found at the end of this document.
3. Following independent review and evaluation of each application, the College of Education Faculty Review Committee members shall meet to determine joint recommendations.
4. During its deliberations, the College of Education Faculty Review Committee will pool the individual ratings for each application from each member of the Committee to yield an overall rating on each application.
5. The College of Education Faculty Review Committee will then rank the applications in order of preference for award of sabbatical on the basis of the pooled overall ratings.
6. The applicant for sabbatical leave shall be notified in writing of the College of Education Faculty Review Committee's recommendations. Should the applicant disagree with the recommendation, he or she must appeal in writing to the next higher level of review within 5 days of receipt of the Committee's notification of recommendation.
7. The College of Education Faculty Review Committee shall forward its recommendations, including the ranked list, to the Dean by the date listed on the timeline.

The Dean

The Dean will review the forwarded recommendations and the ranked list from the College of Education Faculty Review Committee and determine the number of sabbatical leave requests to be supported. The Dean will forward recommendations to the Provost/Vice President for Academic Affairs by the date listed on the timeline.



Application for Sabbatical Leave

Name:

Date of original hire/years of service to ISU:

If not continuous, please explain

Date(s) of previous sabbatical leave(s)

Total amount of support requested from ISU to support sabbatical leave

_____ One Semester: OR _____ Full Year:

Period of leave: from _____ to _____

Brief project description of the methods, procedures, or activities of the proposed sabbatical (Max: 1000 words):

Record of accomplishments at ISU: For this item please simply attach a current CV in PDF format.

Objectives and feasibility of project: (Max: 500 words)

Anticipated benefits to the applicant: (Max: 500 words)

Anticipated benefits to program, institution, field, etc.: (Max: 500 words)

Appendices: You may include other documents, such as: **Assurances and Recommendations** (Where relevant, attach letters of support, agreements and contracts from collaborators, sponsors, publishers' agreements, book outlines, etc.)

Signature of Applicant

I accept and will conform to all institutional provisions and policies concerning sabbatical leaves and agree to notify the Provost and Vice President for Academic Affairs, the Dean, and the Chair of the Sabbatical Review Committee of any proposed deviations from them.

Signature:_____

Date:_____



Sabbatical Leave Application Evaluation Form

Name of applicant: _____

Number of years of consecutive service at ISU: _____

Date of last sabbatical: _____

CRITERIA:

1. **Record of accomplishments**
2. **Objectives of project**
3. **Anticipated benefits to applicant**
4. **Anticipated benefits to program, institution, field, etc.**
5. **Quality of proposal**

1. **Record of accomplishments** (100 points possible)

(To what extent does the record of accomplishments warrant the award of a sabbatical leave? Are there accomplishments in the area of teaching, scholarship, or service that benefit the program area, college, university, public schools or other agencies, community, and/or the applicant's field/discipline/profession?)

5	4	3	2	1	0
Excellent	Above	Competent	Below	Poor	Unacceptable

Average Accomplishments score:	x	20	=	
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2. **Objectives and feasibility of project** (100 points possible)

(To what extent are the objectives clearly and concisely described in the proposal? To what extent can the project be initiated, executed, and/or accomplished during the sabbatical leave given the parameters of the proposed sabbatical leave?)

5	4	3	2	1	0
Excellent	Above	Competent	Below	Poor	Unacceptable

Average Objectives/Feasibility score:	x	20	=	
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3. Anticipated benefits to the applicant (150 points possible)

(To what extent will the sabbatical leave benefit the applicant's teaching role, research agenda, and/or service commitments? Do the activities match the applicant's objectives and anticipated benefits?)

5	4	3	2	1	0
Excellent	Above	Competent	Below	Poor	Unacceptable

Average Individual benefit score:	x	30	=
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4. Anticipated benefits to program, institution, field, etc. (100 points possible)

(To what extent will the sabbatical leave benefit the applicant's program, department, institution, field, or other entity? To what extent will the proposed project extend knowledge in the field? Do the activities match the objectives and anticipated benefits for other entities?)

5	4	3	2	1	0
Excellent	Above	Competent	Below	Poor	Unacceptable

Average Entities benefit score:	x	20	=
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5. Quality of proposal (50 points possible)

(To what extent is this a high-quality proposal? Is it clearly written and accessible to all readers?)

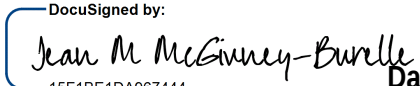
5	4	3	2	1	0
Excellent	Above	Competent	Below	Poor	Unacceptable

Average Quality of proposal score:	x	10	=
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Summary of Scores

- | | | |
|---|--|-------|
| 1. | Record of accomplishments (100 points possible) | _____ |
| 2. | Feasibility of project (100 points possible) | _____ |
| 3. | Anticipated benefits to applicant (150 points possible) | _____ |
| 4. | Anticipated benefits to program (100 points possible) | _____ |
| 5. | Quality of proposal (50 points possible) | _____ |
| TOTAL SCORE (Maximum score possible = 500) | | _____ |

COE Sabbatical Policy & Procedures Acceptance

DocuSigned by:
Signature:  **Date:** 3/20/2023
15F1BE1DA967444
Dr. Jean McGivney-Burelle
Dean, College of Education