

TRUMAN STATE UNIVERSITY
SABBATICAL GUIDELINES
AY 2010-2011

A strong and effective sabbatical program is essential to the liberal arts mission of Truman State University. A sabbatical leave should benefit both the faculty member and Truman, and may be spent in research, advanced study, educational travel, artistic production, gaining professional experience, or another appropriate purpose.

General Information

Eligibility:

A faculty member interested in applying for sabbatical leave should submit a proposal complying with the following guidelines to his/her Dean by noon on September 8, 2009. Any full-time faculty member may submit an initial proposal for a sabbatical leave to be taken after seven continuous years of University service, or after seven years of service since the last leave. However, after the most recent leave, a member with two consecutive years of service and less than seven years of service since the last leave may be granted reimbursement on a proportionate basis. For example, a member granted a two-semester leave having completed two years of service since his or her most recent leave would be entitled to reimbursement at a rate of two-sevenths of 80 percent.

Compensation:

Compensation for sabbatical leaves is based on a percentage of the monthly salary from the last full semester of service prior to the beginning of the leave. For leaves of one semester the compensation rate is 100 percent of salary. For two-semester leaves the rate is 80 percent of salary. Time spent on sabbatical leave shall be considered as time in rank for the calculation of years of service for promotion. Members on sabbatical leave shall have salary increases continued at a rate commensurate with those on non-sabbatical appointments.

Availability:

Limited funds are available, and not all proposals can be funded. Professional leaves ordinarily will not be granted for a period of less than one semester nor more than one academic year.

Rights and Privileges:

During a leave of absence, a faculty member is entitled to all rights and privileges to which he or she is usually entitled as a faculty member, to include fringe benefits, except that the retention of an office and access to school funds is determined on a case-by-case basis between the dean, the department chair, and the faculty member.

What to Submit

Applicants should submit a complete application package (hard copy or electronic) to their respective deans on or before noon of September 8, 2009. The completed sabbatical application package consists of the following documents:

1. Sabbatical Leave Request Cover Sheet found at <http://provost.truman.edu/sabbaticals/Cover%20Sheet2010-11.pdf>
2. Cover Letter that will clarify information on the Curriculum Vita for the review committee(s), and if the applicant has received one or more sabbaticals previously, she or he can address the resultant outcomes. The letter also offers an opportunity to describe activities (completed or planned) that fall across borders of teaching, scholarship and service (e.g., service learning or community research). In short, the letter allows the applicant to address relevant information regarding their qualifications for a sabbatical leave not covered in the other submitted materials (*no more than two single-spaced, front only, pages.*)
3. Project Narrative as described below (*total pages for all elements of the Project Narrative should be no more than 6 single-spaced, front only, pages excluding bibliography.*)
4. A complete Curriculum Vita that addresses academic qualifications and experiences in relation to project proposal.
5. Evidence of Peer Support for the proposed activity. This could take the shape of a letter from a colleague at Truman or elsewhere; a letter of invitation or appointment; and/or application for or acquisition of external funding, such as a grant or fellowship. Explain whether the sabbatical is contingent on receiving an external grant, and the expected date of decision.

****The Project Narrative should include:***

Purpose – Summarize the proposed activity and its significance, and describe how the faculty member's qualifications enable her/him to complete the project.

Plan – Clearly present a plan for the semester or year, including both a projected schedule (and timeline) and a brief description of procedures or methodology. State clearly what will be the final product or outcomes.

Impact – Describe the project's impact on the faculty member's field of scholarship. Describe the project's impact on the University as an institution and how the activity will advance one or more components of the University mission. Describe how the potential impact of sabbatical outcomes will be disseminated to the academic community at large (meeting presentations, publication efforts, grant submissions).

*(*Total pages for the Purpose, Plan, and Impact of the Project Narrative should be no more than 6 single-spaced, front only, pages.)*

Peer Review Process

All sabbatical leave proposal materials will be reviewed initially at the department level. A departmental committee of peers will convene and review the proposal(s) from that department and prepare written comments regarding discipline merit for consideration and evaluation by the Sabbatical Review Committee (SRC) appointed by the University Provost. This departmental review must occur even if only one proposal is submitted to ensure that the applicant receives appropriate written endorsement and support from their colleagues. If more than one proposal is submitted from any department, this initial peer review should include a prioritized ranking for the SRC to consider when ranking proposals across campus.

The University Provost will appoint the SRC from a list provided by the Faculty Senate. The SRC will review all proposal materials and departmental review comments. This committee will discuss the proposals, rank the applications using the ranking rubric approved by Faculty Senate, and forward its recommendations to the dean of the academic unit to which the applicant belongs.

Administrative Review and Cost Analysis

Note: Simultaneous to the peer review process for proposals, a separate administrative review of associated costs will be conducted. This process is described below:

An *initial* replacement/cost analysis plan for each applicant will be submitted by the dean to the Provost's Office as the peer review process begins. The dean in consultation with the department chair, faculty applicant, and department faculty will formulate this replacement/cost plan.

The Provost will use this *initial* replacement/cost analysis plan to estimate total cost projections for sabbatical submissions in accordance with Board of Governors policy.

In the event that the initial replacement/cost analysis plans might be adjusted ***to increase the total number of funded sabbaticals***, the Provost will ask the dean(s) to consult with the department chair(s) to see if an alternate replacement/cost analysis plan(s) can be created. Changes to any replacement/cost analysis plan should be communicated to the department faculty and faculty applicant before being finalized.

Assessment and Ranking Rubric for Sabbatical Proposals 2010-2011

Name and Professional Rank of Applicant:

Department: _____

Years at Truman: _____

Sabbatical leave proposals will be evaluated holistically and in the context of other competing proposals. Not all proposals can be funded so please rank each one in regard to the following. Using the indicated numerical values, with a higher number being a better indicator, which statement most accurately describes the applicant materials?

1. _____ Number of Previous Sabbatical Leaves:

(1)	(2)	(3)
Two or More	one	None

2. _____ Impact of previous sabbatical leave to faculty service, teaching, or scholarship:

(0)	Minimal impact on one or more of the above	
(1)	Positive impact on one or more of the above <i>or no previous Sabbatical leave</i>	
(2)	Extensive impact on two or more of the above	

3. _____ Proposed activity will have a positive impact on faculty member's course offerings, or teaching practice:

(0)	(1)	(2)	(3)
None	Maybe	Yes	Very Much

4. _____ Proposed activity will have positive impact on faculty member's discipline specific scholarship (including but not limited to student research):

(0)	(1)	(2)	(3)
None	Maybe	Yes	Very Much

5. _____ Proposed activity is highly regarded by colleagues at Truman (evidenced by letter of support or departmental review):

(0)	(1)	(2)
No	Somewhat	Very Much

6. _____ Proposed activity is highly regarded outside Truman (evidenced by letter of support or departmental review):

(0)	(1)	(2)
No	Somewhat	Very Much

7. _____ Sabbatical leave proposal is organized, clearly written, and impressive:

- | | | | |
|-----|----------|-----|-----------|
| (0) | (1) | (2) | (3) |
| No | Somewhat | Yes | Very Much |

8. _____ Curriculum Vita information reveals which **teaching** characteristics of the applicant?

- (1) Minimal activities as needed for the discipline/university
- (2) Substantial activities for the department/discipline/university (may include JINS teaching, collaborative interactions with other universities, study abroad programs, directing graduate theses, etc.)
- (3) Extraordinary teaching activities for applicant's department/discipline/university (may include items under level 2 above) including honors and awards.

9. _____ Curriculum Vita information reveals which **scholarship** characteristics of the applicant?

- (1) Zero to one juried publications, creative activities, exhibitions, performances; 0-1 number of conference presentations.
- (2) Significant amount of juried publications and conference presentations and/or exhibitions and performances
- (3) Remarkable and impressive amount of juried publications and conference presentations (perhaps including books or films as well as articles) and/or exhibitions and performances (some at other universities or juried venues)

10. _____ Curriculum Vita information reveals which **service** characteristics of the applicant?

- (1) Minimal amount of university and/or appropriate community service
- (2) Significant amount of university and/or appropriate community service (including department chair; chairing or directing graduate programs; chairing committees; serving on university-wide committees and governing bodies, significant service learning opportunities for students)
- (3) Extraordinary amount of university and/or appropriate community service (including items under level 2 above) including, but not limited to, honors and awards.

Summation of scores from items 1-10 above: _____

Comments to applicant (Note: Comments from the University-wide review committee, but not scoring, will be shared with the applicant.) Please provide typed or written comments in regards to how the proposal (or Curriculum Vita) is exemplary or needs improvement.
