

August 28, 2007

TO: Academic Deans, Department Chairs/Directors

FROM: Bassam Harik, Interim Provost and Vice President for Academic Affairs

SUBJECT: **Application for Sabbatical Leave**

Sabbatical leaves are established and encouraged to promote the professional growth and development of the faculty. Procedures are articulated in Article 26, Sabbatical Leave Policy, of the current Agreement between WMU and the AAUP. Attached is the Sabbatical Leave Application information for those seeking a sabbatical leave during the 2008-09. Applications must be submitted to the department chair by **September 17, 2007**.

Those persons qualified to apply include the following:

- a) All tenured faculty members with six years of service at Western Michigan University who have not had a sabbatical leave for a period of at least six years, and
- b) All faculty members in the sixth and final year of probation for tenure and who receive positive recommendations for tenure. Please note, however, that we will delay the disposition of applications from those faculty members who do not yet have tenure until the Board of Trustees makes final decisions concerning tenure.

To assure that faculty members know about this opportunity so they can submit applications in a timely manner, please review the following dates in your regular college and department meetings. In addition, remind all applicants that incomplete or inadequate applications will not be considered. In this context, an adequate application will identify a carefully-defined project, respond to the stipulated criteria, and/or contain sufficient information to support the proposal and allow an informed judgment about its potential to advance the individual's professional development.

The following deadlines apply:

1. **SEPTEMBER 17**
Applicants must submit completed applications on or before this date to the department chair.
2. **OCTOBER 2**
Proposals forwarded by the department and department chair shall reach the dean.
3. **OCTOBER 9**
All applications -- complete with the recommendations and rankings of the Department Sabbatical Leave Committees, department chairs and directors, and deans, are due in the Provost's Office.

4. **OCTOBER 10**
All applications to be submitted to the University Sabbatical Leave Committee by the Provost's Office.
5. **NOVEMBER 12**
The University Sabbatical Leave Committee submits its recommendations and rankings to the Provost.
6. **DECEMBER**
Following discussion with the President, the Provost submits final recommendations to the Board of Trustees for consideration at its December meeting.

Deans will inform the applicants and their chairs and directors of their recommendations and allow for timely appeals prior to forwarding materials to the University Sabbatical Leave Committee.

The University Sabbatical Leave Committee shall inform each applicant whether the committee is or is not recommending approval of his/her application, with concurrent notice of said decision to the department chairperson and the dean. Appeals to the committee shall be in accordance with procedures developed by the committee. The committee shall not recommend and/or entertain revised proposals which differ from those submitted initially.

The successful applicants will receive 75% of base salary for two semesters, depending upon the period approved for the leave; 25% of base salary will normally remain with the college and department. If the sabbatical is for one semester only, the successful applicant will receive 100% of base salary. Deans and chairs will have the responsibility to develop staffing plans for the department in response to student needs. Extremely limited funds exist to provide assistance to departments that cannot forego the services of the faculty member. Request these funds under separate cover, complete with justification.

I have attached a copy of the application form for your reference and use. Please provide a copy to all interested faculty members for use in submitting their sabbatical leave application.

Thank you for your assistance and cooperation.

Attachments

c: Members, University Sabbatical Leave Committee

GUIDELINES FOR SABBATICAL LEAVE APPLICATIONS

The purpose of these guidelines is to assist faculty members in the preparation of Sabbatical Leave Applications. The University Sabbatical Leave Committee uses them to evaluate applications. The precise conditions and procedures for granting sabbatical leaves appear in the Agreement between Western Michigan University and the WMU/AAUP Chapter.

A. General Criteria for Evaluating Sabbatical Leave Applications

The University Sabbatical Leave Committee considers the following criteria when reviewing and evaluating sabbatical leave applications. The planned activities should post mutual benefit to the faculty member and the University. The merit of the application will be judged on how it satisfies criteria in each of the three major areas (in its own right, for the individual, and for the institution). Exemplary criteria are listed for each area. Some, but not necessarily all, of these criteria should be met in each major area.

1. In Its Own Right
 - a. Deals with a significant problem or area.
 - b. Shows promise of making a significant contribution to the subject under study or problem described.
 - c. Examines or tests novel concepts or utilizes newly-available facilities or resources.

2. For the Individual
 - a. Utilizes applicant's skills in a way not otherwise possible.
 - b. Develops new abilities in research or teaching.
 - c. Allows a synthesis or development of prior efforts and experiences.
 - d. Involves a planned and concerted effort to augment or develop professional skills.

3. For the Institution
 - a. Enhances the research or teaching capabilities of the department or service unit.
 - b. Contributes to the educational needs and goals of the University.

B. Format for Sabbatical Leave Applications

1. Application for Sabbatical Leave Form

This is the official application form. It is to be completed in triplicate and placed as a cover page for the entire application. Applicants should make a fourth copy for their records.

The application must include a summary informative to scholars in the same and related fields, and, insofar as possible, expressed in language comprehensive to someone not a specialist in the field. Normally, this summary will contain no more than 200 words.

2. Table of Contents

This is optional; however, it is very helpful for the committee, particularly if the application contains several appendices and attachments.

3. Project Description

The detailed description should provide some historical background for the project, involving the applicant's own experiences in the area of the project, a rationale for the project, and a statement of anticipated results or benefits. A bibliography should be included.

In cases where the subject area necessitates a highly specialized vocabulary, a brief introduction to the project in lay terms should also be included. Supplementary material for the lay reader may also be included in the appendices.

The description should clearly indicate the place(s) where the project is to be carried out and the proposed timetable for the various stages of the project. Letters of support from individuals who will be participants in or contributors to the project should be attached.

The applicant should be explicit in describing how the proposed project meets the criteria of merit (in its own right, for the individual, and for the institution).

4. Vita

A current vita should be organized in the following manner. Where applicable, information contained in Items d-n should be arranged in reverse chronological order.

- a. Name.
- b. Office address and telephone.
- c. Home address and telephone.
- d. Education, degrees, title of dissertation or thesis.
- e. Academic and professional employment record.
- f. Publication list (indicate refereed items).
- g. Research grants and contracts.
- h. Previous sabbatical leaves.
- i. Professional awards and recognition.
- j. Professional talks, colloquia, papers.
- k. Consultation activities.
- l. Editing, refereeing, reviewing activities.
- m. Supervision of student research and thesis projects.
- n. Other relevant professional activities.

5. Prior Sabbatical Leaves

The applicant who has had a prior sabbatical leave should include a summary of the previous sabbatical and a statement of its benefit to the applicant, Department/unit, and University.

6. Other Support Statement

As stated in the sabbatical leave regulations, a statement of all other salaries, grants, fellowships, or financial support the applicant expects to receive during the period of leave must be included. If the applicant expects to receive additional support, this also must be stated.

7. Appendices and Attachments

Specific examples would include copies of relevant correspondence, reports, publications, etc.

(Approved by Faculty Senate September 13, 1973; Board of Trustees September 21, 1973. Amended by Faculty Senate October 3, 1984; University Sabbatical Leave Committee January 1980 and 1987).

SABBATICAL LEAVE REGULATIONS

1. Sabbatical leaves are intended to promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness. Such leaves must be used only for specific planned activities involving study, research, scholarship, or creative work of mutual benefit to the faculty member and the University.
2. A sabbatical leave may be granted to any tenured faculty member at Western. For part-time tenured faculty, the sabbatical leave will be at the same FTE proportion as the faculty member's appointment. Such leave may not be awarded to the same person more than once in every seven years, and leave time will not be cumulative. The term "faculty" includes all members of the University holding academic rank.
3. Sabbatical leaves are granted with due regard to the best interests of the eligible applicants and the University. Leave will be granted only to a faculty member whose past service and performance warrant the assumption that the applicant and the University will benefit from the leave, and only when the academic program of the Department and the University will not be impaired by the faculty member's absence.
4. A faculty member may apply for either a two-semester or a one-semester leave. If the leave is granted, s/he will receive 75% of base salary for a two-semester leave or alternate academic year leave, and 100% of base salary for a one-semester leave.
5. Alternate year faculty are eligible for a one-semester leave during Fall or Spring semester or a two-semester leave consisting of the regularly-scheduled alternate year, i.e., Fall, Summer I, Summer II, or Spring, Summer I, Summer II.
6. One year in any six-year period spent on approved leave of absence from WMU for purposes of professional growth will count toward the sabbatical eligibility period.
7. An applicant for sabbatical leave must inform the University of other salaries, grants, fellowships, or financial support expected during the period of leave. The combined income from such sources and the sabbatical grant should not exceed the faculty member's salary, research expenses, travel, and relocation costs associated with the leave. If awarded a leave, the applicant must report such support.
8. Sabbatical leaves are granted by the Board of Trustees, following evaluation of each application as prescribed in the University's Sabbatical Leave Policy.
9. An application for sabbatical leave must be filed with the Department Sabbatical Leave Committee not later than September 15 of the year preceding the fiscal year in which the applicant wants leave.
10. By the end of the first semester following their return to the campus, recipients of sabbatical leaves must file written accounts of their sabbatical activities and accomplishments with their Chairs/Directors, Deans, and the University Sabbatical Leave Committee. These reports should detail sabbatical activities, deviations from the approved proposal, related accomplishments, and any comments or suggestions. Such reports will become a permanent part of the faculty record.
11. A person who accepts sabbatical leave agrees as a condition to return to University duties for at least two academic years or the equivalent following the leave.