

**Sabbatical Leave Guidelines**  
**Approved by the Faculty Senate 30 April 2012**

**Responsibilities of the Applicant:**

1. Applicants should realize that this is a **competitive process**. There are a limited number of sabbatical leaves that can be granted (generally about 24) and there may be many, many more applicants. The Sabbatical Leave Committee (AAUP) is required to select only meritorious proposals, not to exceed the number of sabbatical leave slots.
2. In addition to following the instructions posted on CCSU's Human Resources website, applicants are advised to attend all sabbatical leave workshops sponsored by HR and CCSU-AAUP.
3. To improve chances of being awarded sabbatical leave, be certain to address all the categories requested, as proposals will be evaluated based on these criteria.
  - a. **Purpose and objectives of the project proposed during your sabbatical leave.** How does this relate to work you have done? Will it allow you time to fully realize a project you have been working on for some time? Alternatively, how will your sabbatical leave activities advance or redirect your creative activity?
  - b. **Preparation: existing knowledge and/or work to date.** If you are continuing an already started project or continuing on with current research, relate the sabbatical leave work with what you already have accomplished. If you are venturing in a new direction, show how your previous work has prepared you to go towards this new direction.
  - c. **Proposed activities and methodology.** Whenever possible, this should include a timetable. It is important to demonstrate that the body of work you intend to produce during sabbatical leave can be accomplished in one semester, i.e. it is not too large a project. Conversely, it is important to demonstrate that this is a substantial enough project to require a semester of leave.
  - d. **Potential value to the university, to your discipline, to your students.** Here you should explain how your sabbatical leave will benefit you professionally as an academic within your field, how this will benefit the university and how it benefits your students.
  - e. **Expected outcomes.** What do you expect will be the outcomes, and how are these outcomes valuable to you professionally, the university, and your students? For example, if you are writing a book, the book and its use is the outcome. If you are engaged in a research project, then presentations and manuscripts may be your outcome.
  - f. **Outcome of past sabbatical leave.** If you have been on sabbatical leave at CCSU, and the sabbatical leave's end date was at most ten years before the due date of your sabbatical leave application, include in your application a section discussing the outcomes of your past sabbatical leave. This statement can be based in whole or in part

on the report you submitted after your sabbatical. If you did not accomplish as much as you would have liked due to extenuating circumstances, this should be stated clearly.

4. In addressing the points in #3, remember that the application is being read and evaluated by faculty from many different disciplines. Be clear! It is difficult to rate a project when the objectives and activities are difficult to understand.
5. Come for the requested interview. Despite applicant's best efforts at being transparent and lucid, the Committee may have questions concerning the application. This is the applicant's opportunity to clarify project proposal and to address questions.
6. Make certain that the application is complete. For example, a *curriculum vitae* is required and should be attached.
7. Submit:
  - (a) your application to your department's Department Sabbatical Leave Committee, and
  - (b) an electronic copy of your application to the CCSU-AAUP office. The application is not complete until the applicant receives a confirmation e-mail indicating that the CCSU-AAUP office has received the application.
8. Applicants who are awarded a sabbatical shall submit a report to the Provost's office within six weeks of the beginning of the first term after their return from sabbatical leave.

**Responsibilities of the Department:**

9. As part of faculty support, this is an opportunity for the Department to share past successful sabbatical leave applications from the department with fellow faculty. The department, or the departmental Sabbatical Leave Committee, should offer assistance to all faculty preparing a sabbatical leave proposal.
10. The departmental Sabbatical Leave Committee shall verify with the CCSU-AAUP office that all proposals from department members have been received by the Committee.
11. The departmental Sabbatical Leave Committee shall write a letter evaluating each faculty sabbatical leave project, explaining the importance the project holds for the department and its mission. The letter should clearly state whether the department recommends or does not recommend awarding the sabbatical leave.
12. Departmental Sabbatical Leave Committee members need to be aware that the Sabbatical Leave Committee (AAUP) may not include a member from the applicant's department. Part of the Departmental Sabbatical Leave Committee's duty is to provide an evaluation of the proposal based on the standards of the academic field.

## **Responsibilities of the Deans**

13. The Deans shall verify with the CCSU-AAUP office that all proposals from members of the school have been received by the Committee.

14. The Deans shall forward the proposals to the Provost.

## **Responsibilities of the Sabbatical Leave Committee (AAUP):**

15. The Sabbatical Leave Committee (AAUP) shall verify with the CCSU-AAUP office that all proposals from AAUP faculty have been forwarded to the Committee.

16. The Sabbatical Leave Committee (AAUP) shall maintain confidentiality concerning the contents of the sabbatical leave applications and the discussions of these applications within the meetings.

17. Committee members shall be present for all committee meetings, including the interview sessions, so that each applicant is heard fully.

18. Committee members shall read each of the applications carefully and score them consistently.

19. Each proposal shall be scored by each of the nine members of the Sabbatical Leave Committee (AAUP). Each committee member shall read each application and, after the interviews have been conducted, assign a score to each of the six categories from #3. The score shall be a numerical value (1-5), where

- 1 = not recommended
- 2 = poor
- 3 = fair
- 4 = good
- 5 = excellent

For the sixth category (Outcome of past sabbatical leave), a score of “5” shall be automatically awarded to all applicants who have never been on sabbatical leave at CCSU, and to all applicants whose last sabbatical leave at CCSU ended more than ten years before the due date of the application. Committee members must be aware that “excellent” does not necessarily mean that the applicant accomplished the goals stated in the original proposal; it can also mean that the applicant accomplished a project that required an equivalent amount of work. Also, extenuating circumstances that prevented the applicant from accomplishing as much as desired must be taken into account.

The total of the 6 scores shall be the numerical value (between 6 and 30) assigned by each member of the Sabbatical Leave Committee (AAUP) to each proposal.

After the highest and lowest scores for each proposal are removed, an average of the remaining seven scores shall determine the ranking of the proposals.

20. The committee should consider holding spots for meritorious proposals dependent on Fulbright grants or other external awards.

21. When the Committee does not find a proposal meritorious, the Committee shall communicate the reasons to the applicant.

22. The Committee shall submit the entire list of applicants to the Provost in priority rank order, specifying which proposals the Committee considers meritorious and which not. Any meritorious proposals not accommodated in the initial round of funding shall be funded in rank order if additional funding becomes available.

23. The Committee shall report publicly to the Faculty Senate each Spring.

24. Continuing members of the Sabbatical Leave Committee (AAUP) shall be invited to attend Sabbatical Leave workshops.