



## Sabbatical Application and Review Process

All materials must be submitted to your Department Chair **by October 31st**.

**Incomplete** or **late applications** will not be included in the review and selection process.

Submit the following to your Department Chair by October 31st:

1. **Application Form** (PDF provided)
2. **Project Description** (Applicant attachment)
3. **Up-to-date CV** (Applicant attachment)

1. **By November 7th:** The Department Chair will:
  - a. carefully review all application materials
  - b. provide relevant commentary in space provided for the Dean's consideration in their review
  - c. add their signature
  - d. send materials to the Dean by November 7th  
*Incomplete applications should not be forwarded to the Dean.*
  
2. **By November 14th:** The Dean will:
  - a. carefully review all application materials
  - b. provide relevant commentary in space provided for the Provost's consideration in their review
  - c. add their signature
  - d. send materials to the Provost by November 14th  
*Incomplete applications should not be forwarded to the Provost.*
  
3. The Provost will:

- a. distribute applications to the Faculty Development Committee for their review
4. The Faculty Development Committee will:
    - a. meet to discuss the merits of each application based on the rubric provided below
    - b. **prioritize applications** (high, medium, low)
    - c. submit a completed rubric for each applicant to the Provost
5. The Provost will consider all of the following in their decision:
    - a. Feedback from the Faculty Development Committee
    - b. Capacity of the proposal to enhance the professional development of the applicant and to contribute to the mission and vision of the institution
    - c. Length and quality of an individual's service to the university
    - d. The number of previous leaves granted to the applicant
    - e. The ability of the university to compensate, entirely or in part, for the absence of the individual
6. The decision of the Provost is final. Unsuccessful applicants may request to receive feedback from the Provost and may re-apply the following year.
7. **Following Sabbatical:** All faculty granted sabbaticals in the previous academic year will be expected to:
    - a. write a follow-up report *prior to the start of the following semester* that speaks briefly to the expected outcomes delineated in the project proposal as well as any detours, tangents, and emergent directions the project took and next steps for publication and/or dissemination; if the project is still underway, a plan for continuation and completion of the work. Report should be sent to the Provost's office and will be shared with the Faculty Development Committee
    - b. present the outcomes of their work at an FDC-sponsored event

### Faculty Development Committee Review Criteria

Sabbaticals will be awarded through a competitive process based upon the capacity of the proposal to enhance the professional development of the applicant and to contribute to the mission and vision of the institution. Criteria are provided below.

Applicant Name				
	High	Medium	Low	Incomplete
<b>Quality and feasibility of project</b>	<p>The description of the project is clear and well-organized for a lay audience, reflecting great care and attention to detail.</p> <p>Projected outcomes are clearly articulated.</p> <p>The scope and goals of the project appear reasonable given the length of the leave requested.</p>	<p>The description of the project is relatively clear and well-organized for a lay audience.</p> <p>Specific outcomes are referenced.</p> <p>The scope and goals of the project may or may not appear to be reasonable given the length of the leave requested.</p>	<p>The project is described in a way that leaves reviewers with significant questions or confusion about its goals or outcomes.</p> <p>Scope and goals may be limited or too lofty for the length of leave requested.</p>	<p>Significant amount of information missing - not evaluated</p>
<b>Contribution to the applicant's professional development</b>	<p>Applicant makes a clear and compelling case detailing the contribution to their professional growth as a faculty member at Nazareth.</p>	<p>Applicant clearly describes the contribution to their professional growth as a faculty member at Nazareth.</p>	<p>Contribution to the applicant's professional development remains unclear or raises significant questions.</p>	<p>Information not provided</p>
<b>Contribution to mission/vision of Nazareth University, the discipline or community</b>	<p>Project description clearly details outcomes with a strong mission-driven contribution to advancing the work of the institution, the discipline, and/or community partners.</p>	<p>Project description satisfactorily describes the contribution to advancing the work of the institution, the discipline, and/or community partners.</p>	<p>Contribution to advancing the work of the institution, the discipline, and/or community partners remains unclear, raises significant questions, or is inconsistent with Naz mission/vision.</p>	<p>Significant amount of information missing - not evaluated</p>

<b>Number of previous academic leaves granted</b>				Information not provided
<b>Outcomes of previous sabbaticals</b>				Information not provided
<b>Priority</b>	<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> LOW	<input type="checkbox"/> INCOMPLETE: NOT EVALUATED
<b>Comments</b>				

# NAZARETH UNIVERSITY

## Application for Sabbatical

**Name:**

**Department:**

**Sabbatical length:**

FALL 20

SPRING 20

FULL YEAR

**Years of service:**

**Rank:**

**Year Appointed to Rank:**

**Previous sabbaticals and outcomes:**

**Previous scholarly reassignments and outcomes:**

**Topic of project:**

Please attach a description of your proposed activities, utilizing the following structure in **1,000-1,500 words**:

- the expected outcome(s) of your proposed project or projects
- how your work relates to [Boyer's Model of Scholarship](#) and will be publicly disseminated
- the contribution of the project to your professional development
- the contribution of the project to the mission of the University, discipline, and/or community.
- If your project requires fiscal support, please indicate the anticipated source of funding. *It has been our practice to provide standard allocation for professional travel for faculty on sabbatical.*

# NAZARETH UNIVERSITY

## Application for Sabbatical

**Name:**

**Department:**

**Sabbatical length:**

**Chair Signature:**

**Comments:**

**Dean Signature:**

**Comments:**