

**Sabbatical Leave Committee of California University of Pennsylvania**

***Sabbatical Leave Application***

**(revised October 2021)**

Members of SSHE institutions are eligible to apply for a sabbatical leave after having **completed** seven (7) years of service as a faculty member at one or more PASSHE university; five consecutive years of service must have been rendered to the University from which the leave is sought. According to the CBA, reasons for application include the restoration of health, study, travel and other appropriate purposes. However, the CBA requires that sabbatical leaves, 'be based primarily upon merit.' See the CBA, Article 18.A. 'Sabbatical Leaves' for clarification and eligibility requirements.

Note: If the purpose is for restoration of health, requests should be sent directly to the President. They do not need to follow the printed sabbatical leave timetable. Please see the document, "Sabbatical Leave Committee Procedures' and the CBA, Article 18. A. for further details.

Name \_\_\_\_\_

Department \_\_\_\_\_

Years of Full Time Service:

Tenure Track at CalU/PennWest \_\_\_\_\_

Tenure Track at another PASSHE school \_\_\_\_\_

Full Time Temporary at CalU/PennWest \_\_\_\_\_

Previous Sabbatical Leave(s) No \_\_\_\_\_ Yes \_\_\_\_\_

Date/Duration of Previous Sabbatical Leave(s) \_\_\_\_\_

\_\_\_\_\_

Semester(s) Applying for: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

State Purpose of Your Sabbatical Leave \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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1. To assist the Sabbatical Leave Committee in evaluating your proposal, please address the following in no more than three (3) pages:

- a) Describe, in detail, proposed activities, agenda, or research problem. If applicable, explain a need for release time beyond the ordinary time available to faculty members.
- b) Describe the preparation or preliminary research that demonstrates you are ready to complete the sabbatical leave project.
- c) Provide a monthly timeline or outline of the work you plan to accomplish over the course of your proposed sabbatical. If applicable, include grant-funded activities.
- d) Explain how your sabbatical activity might benefit any of the following:
  - Cal U students
  - California University of Pennsylvania
  - your professional development
  - your academic discipline
- e) If applying for a full year leave, please provide detailed justification in one additional page.

2. Include a detailed and updated curriculum vitae relevant to the sabbatical (3 pages maximum)

3. Attach any supplementary documents pertaining to the sabbatical leave proposal (e.g. contracts, letters of intent, letters of support, correspondence).

4. Please make sure your proposal is clear and understandable to any SLC member across the disciplines.

5. Applicants proposing sabbatical leave projects which involve human subjects must document approval by California University of Pennsylvania's IRB.

**Sabbatical leave applications are due to a designated Teams folder by Tuesday, March 28, 2023. Email Keat Murray at [murray@pennwest.edu](mailto:murray@pennwest.edu) to be added to the Teams folder.**

Initials: Department Chair \_\_\_\_\_

(We encourage but do not require you to have your department chair initial this application. Initials simply indicate that the chair has been informed of your sabbatical leave application.)

I agree to return to employment at California University of PA for a period of not less than one (1) year immediately following the expiration of the sabbatical leave. (CBA)

(signed) \_\_\_\_\_

## Sabbatical Leave Committee of California University of Pennsylvania

### **Application Evaluation Form**

(Your application will be evaluated using this form.)

Name of Applicant: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Your application must meet the basic criteria listed below to be considered. Please provide sufficient evidence to allow the committee to make an informed judgment.

1. Benefit and value of proposal to the university, students, and/or applicant's professional development
2. Sufficiency of candidate readiness to execute the proposed project.  
Has the candidate offered adequate documentation that plans have been made to ensure completion of the project (e.g. correspondence or contracts between himself/herself and publishers)? Have preliminary studies or investigations been completed?
3. Quality of the written document based on the sub-categories below:
  - a) Clarity of the written document (e.g. comprehensibility, precision, cogency and limpity of the proposal)
  - b) Preparation of the written document (i.e. appearance and mechanics of the proposal, viz. neatness, grammar, professionalism)
  - c) Level of detail in the written document (i.e. degree to which specific details are included in the proposal. If travel is involved, a general itinerary and timetable should be included. However, specific dates and times need not be supplied.)

Does the candidate meet the above criteria?

Yes \_\_\_\_\_ No \_\_\_\_\_

Rate the value and substance of the proposed sabbatical leave to the students, and/or the University and/or the professional development/academic discipline of the applicant. This category is used to rate the benefit that completion of the proposed sabbatical project would bring to **California University students** (enhanced experiences improved learning materials, etc.) and/or **California University as a whole** (enhanced prestige for the University, improved credentials for the faculty etc.) and/or the **applicant and his/her academic discipline** (research, publications, improved credentials, enhanced experience, academic invigoration, etc.).

Poor	Average	Excellent
1 2	3 4 5	6 7

## **Sabbatical Leave Committee of California University of Pennsylvania**

### ***Procedures***

The Sabbatical Leave Committee (SLC) at California University of Pennsylvania, as created by the CBA, consists of ten members and two alternates. Members are elected by the faculty each spring semester to two-year terms with some members elected each year. In the spring semester following elections of new Sabbatical Committee members, the SLC meets to elect a chair and review sabbatical leave procedures and guidelines. A quorum of the SLC is six of the ten members.

In the Spring semester, the committee solicits sabbatical leave proposals from eligible faculty.

In the Fall, sabbatical leave proposals are made available for examination by SLC members. Each applicant's eligibility is verified.

SLC meetings are scheduled to discuss each application and proposal. If the application meets all requirements, the SLC ranks the proposal according to the following criteria: benefit and value of proposal, quality of written document, candidate's readiness to carry out the proposed sabbatical plan.

After all proposals are ranked, a prioritized list of those proposals recommended and those not recommended is sent to the President or designee who may be accepted or rejected by the President.

A sabbatical leave for reasons of health may be requested at any time. The request should be submitted directly to the President along with a statement of need by the candidate, documentation from health care providers, and signatures of both the departmental chair and the appropriate dean.

Those on sabbatical leave are required to submit an interim report to the Provost which addresses the purpose of the sabbatical leave, the procedures employed to achieve the purpose and the remaining activities to be accomplished. A final report must be submitted to the Provost within one month of the conclusion of the sabbatical leave. The appropriate college dean will review the final report, which will be forwarded to the department for inclusion in five-year evaluations. Those returning from sabbatical leave will be expected to make a presentation to their college's convocation as soon as possible upon return to campus.

The application, mid-term report, and final report of those granted a sabbatical will be made available for interested parties.

Candidates should read the CBA concerning Sabbatical Leaves, Article 18.A.

Candidates who have had a sabbatical leave application rejected recently are encouraged to consult with the chair of the Sabbatical Leave Committee, and to seek advice from the Provost about how to improve their application. Consultation does not guarantee approval of the sabbatical leave application.