Guidelines for Review of Sabbatical Applications for the Academic / Sweet Sabbatical Committee (ASC)

1. All applications are to be evaluated based on criteria clearly identified on the application form. Rank, seniority and/or number of previous sabbatical leaves held by applicants will not be used as criteria on which to evaluate and/or rank applications for academic sabbaticals. In the event that two applications are ranked equally on the enumerated criteria, the faculty person who has served longest without academic sabbatical leave grant will be ranked the higher of the two.

2. Applications should be considered on their own merit; applicants should not be in competition with other applicants from their own or other disciplines. Applications should be ranked only in the broadest terms, such as “Best,” “Good,” “Fair,” “Weak.”

3. Applicants who meet the stated guidelines should be recommended for an academic sabbatical.

4. When the number of deserving applications exceeds available funding, the Academic Sabbatical Committee will determine which applications will be funded. This decision will be based on equitable criteria created by the ASC and clearly identified on the Academic Sabbatical Application form.

5. If a sabbatical is not granted, the applicant will receive a letter from the Academic Sabbatical Committee identifying why the application was not recommended.
ACADEMIC SABBATICAL GUIDELINES

Any full-time member of the faculty who has been considered full-time teaching faculty at Washburn University for at least six years **preceding the date of application**, and who has not received an academic sabbatical leave within the past six years, may apply. Application must be made on the appropriate university form designated by the Faculty Affairs Committee and available from the Vice President for Academic Affairs office. The completed form must be submitted to the appropriate academic dean by the first Friday of November in the year prior to the academic year during which the academic sabbatical will be taken.

The academic sabbatical leave project should consist of a program aimed at producing a substantial scholarly product and/or a substantial enhancement of the applicant's teaching effectiveness. An applicant may use academic sabbatical leave to develop expertise outside of their own academic discipline for the purpose of enhancing teaching abilities. The program is not designed for study programs leading to terminal degrees required for promotion and tenure. The application should provide all information requested on the academic sabbatical leave application form, written in terms understandable to persons not specialists in the applicant's academic field. Each application should also provide sufficient information to allow the academic sabbatical leave committee to evaluate the application on the following criteria:

1. **THE VALUE OF THE PROJECT** – The applicant should demonstrate that the project will either (a) enable the applicant to produce, or to make substantial progress toward producing, a significant scholarly work within the academic discipline in which he/she teaches, or (b) substantially enhance the applicant’s teaching effectiveness by increasing his/her body of knowledge or skills within the academic discipline in which he/she teaches.

   Evidence which effectively demonstrates the value of the project might be, but is not limited to: (a) evidence that the work contemplated will be of high quality, will constitute a contribution to the academic field in which the applicant teaches, and is likely to be completed successfully; (b) evidence that the project contemplated will enable the applicant to assume additional courses of study to be taught within the academic discipline in which she/he teaches; or (c) evidence that the project will directly benefit the major academic unit and department in which she/he teaches.

2. **HOW THE PROJECT JUSTIFIES A LEAVE OF ABSENCE** – The applicant should explain how the scope, nature, or location of the project would make it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty.

3. **ACADEMIC SABBATICAL LEAVE REPORT** – The sabbatical recipient shall submit a written report to the Dean of his/her college or school, with a copy to the Vice President for Academic Affairs for faculty records, no later than ninety (90) days after the conclusion of the academic sabbatical leave.

Further guidelines and criteria can be found in the *Faculty Handbook, 10th Edition, Section 5, X.C.*, pp. 5-7 through 5-10 (revised 6/18/99).
ACADEMIC SABBATICAL APPLICATION

NAME

DEPARTMENT

Title

Date of Initial Washburn Full-Time Employment: __________________________

Years of Full-Time Faculty Service at Washburn University: __________________________

Leave Period Requested: FROM: __________________________ TO: __________________________

Please note: A one-semester sabbatical will be at full pay; a two-semester sabbatical will be at half pay.

Have You Previously Received an ACADEMIC SABBATICAL Under These Provisions?

( ) YES ( ) NO If YES, When: __________________________

If yes, what was the project and what was the outcome? __________________________

Have You Been Awarded an ACADEMIC SABBATICAL LEAVE and Failed to Use It?

( ) YES ( ) NO

If Yes, Did the Personnel Committee Determine if There Was a Just Cause?

( ) YES ( ) NO

I Plan to Return to My Normal Duties at Washburn University on: __________________________

Please answer the following questions in the space provided and attach a three or fewer page resume that will best illustrate your qualifications to complete your proposed sabbatical program. Do not attach or include any additional material.

1. What is the title of your Project?

2. Describe your project in terms that can be understood by people who are not specialists in your discipline.

2. (continued)
3. Describe the value of your project to your discipline, to your teaching, or in developing expertise in an additional area.

4. Describe your qualifications to pursue your project.
5. Describe the progress (if any) you have made on your project to date.

6. Describe the progress you expect to make during the period of your sabbatical.

7. When do you expect to complete your project?

8. Explain why this project cannot be completed as part of your regular professional assignment. If your project is primarily to create/identify teaching resources, have you requested that it be supported by reassigned time within your school or college? If you have made such a request, what was the response?
9. Indicate any costs and/or other anticipated sources of support.

10. Please use this space to briefly add any additional relevant information.

PLEASE SUBMIT 1 COPY OF ALL MATERIALS TO YOUR ACADEMIC DEAN
CONDITIONS OF AGREEMENT FOR SABBATICAL

I agree to the following conditions:

(1) I will return to full-time service at Washburn University of Topeka for one year immediately following the completion of the sabbatical, or I will return to the University the salary and benefits received during the sabbatical not later than thirty days after my scheduled return to normal duties at Washburn University.

(2) I will not accept a teaching or administrative position unless the position is part of the research or study program as I have outlined it in my proposal, or I will return salary and benefits to Washburn University of Topeka not later than thirty days after my scheduled return to normal duties at Washburn University.

Signature

Date

DEPARTMENT CHAIRPERSON:
APPROVAL   ( )
DISAPPROVAL  ( )

1. How do you intend to meet the assignment the applicant would have filled?
2. What are the costs of this plan?

3. Do you approve or disapprove of the leave? State reason.

   Signature____________________________________
   Date________________________________________

**DEAN OF SCHOOL OR COLLEGE**

   APPROVAL   (   )
   DISAPPROVAL (   )

   Reasons for decision:

   Signature____________________________________
   Date________________________________________

**SABBATICAL LEAVE COMMITTEE:**

   APPROVAL   (   )
   DISAPPROVAL (   )

   Reasons for decision:

   Signature____________________________________
   Date________________________________________

**PRESIDENT:**

Revised by the Faculty Affairs Committee, 2/18/08
APPROVAL   (   )
DISAPPROVAL (   )

Reasons for decision:

Signature

Date

ACADEMIC SABBATICAL GRANT REVIEWER FORM

Applicant Name:

Eligibility and Frequency:

Applicant is eligible to receive grant:  (   ) Yes  (   ) No
Applicant has received the following WU Academic Sabbatical Grants:

Proposal Assessment Section

All applications are to be evaluated based on criteria identified on the application form. The applicant should explain how the scope, nature, or location of the project, would make it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty. Rank, seniority and/or number of previous sabbatical leaves held by applicants will not be used as criteria on which to evaluate and/or rank applications. In the event that two applications are ranked equally on the enumerated criteria, the faculty person who has served longest without academic sabbatical leave grant will be ranked the higher of the two.

Assessment categories are outlined below so that committee members will consider similar criteria in evaluating proposals. These categories should serve as a basis for committee discussion; in addition a summary of all committee comments and ratings will be given to each grant applicant by the committee chair.

Please note that categories have not been weighted, leaving it to individual reviewers to assign greater or lesser value to some (for example, academic value) over others (for example, clarity of writing). Thus, the sum of the ratings across the assessment categories may not necessarily reflect the overall rating of the project (see page 3 for ratings categories and directions for initial and final ratings by individual reviewers).
Assessment Categories

Rate the application using the following criteria. Indicate the degree to which you agree with each statement by writing your rating on the line to the left of each statement. Please provide any additional comments you want to raise for discussion following each item.

Use the following rating scale for your ratings:

1  Strongly disagree
2  Disagree
3  Neither agree nor disagree
4  Agree
5  Strongly Agree

_____ 1. The proposed project is of value to the applicant's discipline, and will enable him/her to produce or make substantial progress toward producing significant scholarly work, or will substantially enhance the applicant's teaching effectiveness by increasing his/her body of knowledge or skills.
Comments:

_____ 2. The applicant has documented the value of the project, by providing evidence that: the work will constitute a contribution to his/her academic field; the project will enable him/her to teach additional courses in his/her field; or that the project will otherwise directly benefit the University.
Comments:

_____ 3. The applicant has documented that his/her qualifications are appropriate for pursuing the proposed project.
Comments:

_____ 4. The proposed implementation timetable and/or funding plan seems a realistic one in which to achieve the stated goal(s).
Comments:
5. The description of the implementation schedule suggests that the activities have been carefully planned.

Comments:

6. The proposed activity justifies at least a semester's leave. The applicant has documented that the scope, nature, or location of the project makes it difficult or impossible to carry out the project while engaged in the normal activity expected of full-time teaching faculty.

Comments:

7. The proposal was clearly written, with an explicit description of the project's value, goal, implementation timetable, and expected product. It is understandable to the average educated reviewer.

Comments:

Suggestions for improvement of application:

**Proposal Rating Score**

Each individual reviewer should provide a provisional rating score for each application prior to the first committee meeting. Following discussion, all ratings will be reassessed by individual reviewers, and committee voting will be based on the total of all final rating scores. In the case of ties, where the number tied cannot all be granted sabbaticals, tied applications will be discussed again, and a new vote will be held to break the tie.

Use the following rating scale to rate each application:

(1.) “Best” proposal. Clearly an outstanding proposal, one that definitely should be granted if at all possible.
(2.) “Good” proposal. One that is thoroughly meritorious and well above average, and that you reluctantly would see declined in a very intense competition.

(3.) “Fair” proposal. One that has merit and is worthy of support, but that demonstrates no particularly remarkable characteristics that might warrant a higher priority.

(4.) “Weak” proposal. One for which you have serious reservations, and about which you wish to provide a negative recommendation for the application as it now stands.

**INITIAL SCORE** (7 High; 1 Low) before discussion:

____________

**FINAL SCORE** (7 High; 1 Low) after committee discussion:

____________

Washburn Endowment Association
Mary B. Sweet Sabbatical
Guidelines

The Mary B. Sweet Sabbatical was established in 1955 to provide the opportunity during the summer for Washburn University of Topeka faculty to advance their education.

"The purpose of the 'Summer Faculty Grant' is to further the education and training of the recipients in their individual capacity by enabling the recipient to study a subject of his own choice at some university outside the state of Kansas. Study, however, may consist of travel if a definite design is in view by way of the training and educational development of the recipient."

(Mary B. Sweet, 1958)

The following guidelines have been established to assist applicants in preparing their applications.

I. Eligibility Requirements

Individual faculty members are eligible for annual awards of up to $12,000, provided the following requirements are met:

A. The applicant presents a proposal that is consistent with the purpose of the 'Summer Faculty Grant' as stated above.

B. The applicant will not receive compensation from the university for summer teaching or other services provided between the spring and fall semesters unless that compensation is included in the applicant’s 12-month contract with the university.
C. The applicant will not teach in any summer session that overlaps any of the days included in his/her proposal.

D. The applicant has completed a minimum of three years service as a full-time faculty member of Washburn University of Topeka.

E. The applicant is a full-time university employee with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts & Science, the School of Business, the School of Nursing or the School of Applied Studies, or is a full-time librarian who is not a member of the Law School faculty.

F. The applicant must remain outside the state of Kansas for at least 30 consecutive days between the end of the spring semester and the beginning of the fall semester. Days outside Kansas in addition to the aforementioned 30 need not be consecutive but must fit into an integrated plan of study or travel.

G. Applicants may receive Sweet Summer Sabbatical awards no more than twice in any four-year period. However, the selection committee may consider the recency and size of previous awards in considering the relative merits of proposals.

H. Applicants on 12 month contracts must have the approval of their proposed absence by their immediate supervisors prior to submitting a Sweet Sabbatical proposal.

II. Maximum Funding

Sweet Sabbaticals of at least 30 days will be funded up to $4000 plus $100 per day for each day beyond 30 days up to a maximum of 60 days for a total not to exceed $7000. Additionally, applicants may receive $100 per day for each complete day spent studying or traveling outside of North America. Altogether, the total amount of funding cannot exceed $12,000.

III. Application Procedure

A. Applications are due in the office of the Vice President for Academic Affairs, Morgan 262, no later than January 25 in the spring semester for the coming summer. Applicants must submit their applications through their department chair (when applicable) and their dean. These offices will most likely establish earlier deadlines and the applicant is responsible for meeting these deadlines.

Applications received by the Vice President will be referred to the Sweet Summer Sabbatical Committee for its recommendation concerning (1) which proposals are to be funded and (2) the amount of each grant.

In making its recommendations the committee should consider the following:

1. The purpose of the sabbatical is the furtherance of the education and training of the recipients in their individual capacity.
   a. There is no requirement that applicants propose research projects nor that their work lead to results for publication or presentation.
b. While any educational project has the potential of improving instruction and/or administration, there is no requirement that applicants demonstrate that their projects will have this effect.

2. The grant may not be used to compensate the recipients for any past or future services to Washburn University.

3. When available funds will support all proposals, all proposals meeting the eligibility requirements (paragraph I, above) will be recommended. (In the event that a proposal will also be supported by entities other than WEA the committee may consider whether the full amount requested is to be recommended.)

4. Proposals will receive funding only if they demonstrate that the sabbatical will further the education and training of the recipients in their individual capacities.

5. When available funds will not support all proposals, the committee will base its recommendations on the following considerations:

   a. The tenure status of the applicant (donor's preference for tenured applicants). Librarians with more than six years full-time service are to be accorded the same priority as faculty with tenure.

   b. The seniority of the applicant (donor's preference for senior applicants)

   c. The recent acceptance of previous awards (donor's preference for a rotational basis)

   d. The amount of recent awards

   e. The relevance of the proposal to the applicant's professional discipline

Subsequent to the Sweet Summer Sabbatical Committee’s recommendations, the Vice-President of Academic Affairs will make a recommendation to the Washburn Endowment Association. The Washburn Endowment Association will make final funding decisions.

B. Candidates must indicate on their application if funds in support of the sabbatical project are provided by other agencies or sources for tuition, living expenses, transportation, for services rendered during the sabbatical period, or for other purposes. Such amounts may be considered in determining the amount of the award to be recommended. If this is not known at the time the application is filed and the grant approved, any such funds or allowances received shall be reported to the Vice President for Academic Affairs who may determine an appropriate amount to be returned to the Washburn Endowment Association.

C. The recipient must file a written report with the office of the Vice President for Academic Affairs no later than October 5th of the year the award was received. That report will specify the general activities of each day of the sabbatical. Report forms are available in the Academic Affairs office.

D. A person taking course work shall file with the office of the Vice President for Academic Affairs an official transcript of the courses taken, whether taken for credit or not-for-credit.

IV. Additional Information
A. The Washburn Endowment Association will make all award payments directly to the recipient. The recipients are not considered to be employees of the Washburn Endowment Association. Any problems relating to exemption of an award from taxation are left with the individual recipient and the Internal Revenue Service. Washburn University and the Washburn Endowment Association assume no responsibility for any tax liability. It is urged that each recipient maintain a proper daily record as to time, place, persons and events. Each recipient should also obtain and retain receipts for all expenditures incurred. Washburn Endowment Association will provide the recipient the required copy of the IRS form submitted to federal and state taxing authorities.

B. Failure to perform the sabbatical as approved may result in the request for the return of all funds advanced. Future applications for an individual will not be considered unless an acceptable report has been filed with the office of the Vice President for Academic Affairs for a previous sabbatical, and the recipient shall be ineligible for future awards.

C. No award shall be made to any person unless that person shows that his / her sabbatical is of unquestionable educational value.
When you decide to apply for this sabbatical, keep in mind that the tax reform act of 1986 has changed the conditions under which part or all of this award may be exempt from tax.

To be filed with the
Office of the Vice President for Academic Affairs
Washburn University

APPLICATION FOR MARY B. SWEET SABBATICAL AWARD

Name of Applicant ____________________________

On Tenure: YES _______ NO _______

Title of Applicant ____________________________

If yes, year __________ Full-time employment at Washburn since ____________________________

Department ____________________________ Rank or Position ____________________________

Have you previously received a Sweet Sabbatical? ( ) YES ( ) NO
If yes, state year(s) and amount(s) of previous award(s) Year(s) _______/Amount(s) _______

If you have had a previous sabbatical, have you fulfilled the reporting requirements requested under Item II.C. of the guidelines for your last sabbatical? ( ) YES ( ) NO

For what period of time are you applying? ____________________________
(Be specific as to beginning and ending dates -- if not continuous, be specific as to each period. Note eligibility requirements, particularly I.F.)

During which summer sessions (if any) will you be teaching? ____________________________

Total number of days of the Sweet Sabbatical? ____________________________

Total number of complete days outside of North America? ____________________________

Total number of days outside of Kansas but within North America? ____________________________

If any course work is to be taken, what is the First Day ____________________________ Last Day ____________________________

Length of time as specified in the course catalog ____________________________

Name of University to be attended ____________________________

Names of courses (and credit hours for each) for which you will be enrolled:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
If the sabbatical is not for course work (or work specifically required for a degree), please substantiate the merits of the project and how you expect your project will further your education and training as an individual. Be detailed regarding the merits and value of this project.
Total amount of award for which you are applying: $______________________________
(Submit estimated budget details for tuition, travel costs and method of travel, living expenses, etc.)

Transportation $__________ Living Accommodations $____________________________

Meals $____________________ Other Expenses $____________________________

Provide details here:

Have you applied for any grant, scholarship, transportation or other outside financial assistance to support this project? ( )YES ( ) NO If yes, please provide details and amount:

Attach all supporting documents and information, including a detailed itinerary of your project.

I HAVE READ THE GUIDELINES FOR THIS SABBATICAL AND AGREE TO THE TERMS OUTLINED THEREIN. I WILL FILE A WRITTEN REPORT OF MY SABBATICAL EXPERIENCE WITH THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AFTER THE SWEET IS COMPLETED BUT NO LATER THAN OCTOBER 5.

Applicant ______________________________________________________________________Date

Department Chair (if applicable) ________________________________________________Date

Dean __________________________________________________________________________Date

VPAA OFFICE USE ONLY

Date Application Received in VPAA Office ______________________
Email Acknowledgement Sent from VPAA Office _________________
Application Complete ( ) YES ( ) NO
Comments
SWEET SABBATICAL GRANT REVIEWER FORM

Applicant Name:

Eligibility and Frequency:

Applicant is eligible to receive grant: ( ) Yes ( ) No
Applicant has received the following WU Sweet Sabbatical Grants:

Proposal Assessment Section

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Assessment Categories

Rate the application using the following criteria. Indicate the degree to which you agree with each statement by writing your rating on the line to the left of each statement. Please provide any additional comments you want to raise for discussion following each item.

Use the following rating scale for your ratings:

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly Agree

1. The proposed project is of value to the applicant for his / her education and training.

Comments:
2. The applicant has clearly described the value and goals of the project.

Comments:

3. The applicant has demonstrated his / her appropriateness for pursuing the proposed project.

Comments:

4. The proposed timetable and budget are realistic and show evidence of careful planning.

Comments:

5. The proposal was clearly written. It is understandable to the average educated reviewer.

Comments:
Suggestions for improvement of application:

**PROPOSAL RATING SCORE**

Each individual reviewer should provide a provisional rating score for each application prior to the first committee meeting. Following discussion, all ratings will be reassessed by individual reviewers, and committee voting will be based on the total of all final rating scores. In the case of ties, where the number tied cannot all be granted sabbaticals, tied applications will be discussed again, and a new vote will be held to break the tie.

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2. “Good” proposal. One that is thoroughly meritorious and well above average, and that you reluctantly would see declined in a very intense competition.

3. “Fair” proposal. One that has merit and is worthy of support, but that demonstrates no particularly remarkable characteristics that might warrant a higher priority.

4. “Weak” proposal. One for which you have serious reservations, and about which you wish to provide a negative recommendation for the application as it now stands.
INITIAL SCORE (7 High; 1 Low) before discussion:

_______

FINAL SCORE (7 High; 1 Low) after committee discussion:

_______