

SWEET SABBATICAL COMMITTEE  
September 25, 2013

Present: Nancy Tate, Glenda Taylor, Karen Camarda, Ross Friesen, Linda Elrod, Mary Sheldon, Dave Provorse, Bassima Schbley

Dr. Tate called the meeting to order at 1:00 p.m.. The agenda had two discussion items which were unresolved issues from the last committee meeting. Discussion involved:

- a. Fulbright and Academic Sabbaticals. Dr. Beatty, who was on the committee last year, indicated he would be willing to submit research and information regarding those who are applying for Fulbrights and how they may or may not impact Academic Sabbaticals.

After a great deal of discussion, the Sabbatical committee determined the best course of action would be to have these processes separate; that an application for a Fulbright should not be coupled with an application for Academic Sabbatical.

The recommendation based on this discussion is to create a policy for the Fulbright so the University can provide support to anyone who has received a Fulbright.

- b. **Sweet Sabbatical vs. Summer Teaching:**

Dr. Beatty also provided information regarding the sweet sabbaticals and whether faculty can receive compensation during the summer and receive a sweet

It was discussed, and Ross remembered this committee decided what could be compensated during the last meeting in the spring semester. The minutes were found and read, and all committee members agreed with the decision reflected in the last meeting which was faculty could not be compensated through the summer months and take a sweet sabbatical.

Meeting was adjourned at 2:00 p.m.

Attached: Revised Guidelines for Sweet Sabbatical

**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 annual 12 month contract with the university. Faculty not on 12 month contracts may not receive any compensation or stipend from the university for work occurring during the summer months.
  
- C. For Faculty on a 12 month contract, 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.

### **I. 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. Applicants may receive up to an additional \$100 per day for each complete day spent studying or traveling outside of North America, up to a maximum of \$5000 additional funding. This guideline should be used to assist in determining the maximum amount of eligibility for a Sweet Sabbatical. (Please see funding chart attached)

### **III. Application Procedure**

A. Applications are due in the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, 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. When available funds will not support all proposals, the committee should base its recommendations on the following considerations:

- a. The extent to which the proposal will "further the education and training of the recipients in their individual capacities."
- b. 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.
- c. the seniority of the applicant (donor's preference for senior applicants)<sup>3</sup>
- d. the recency of previous awards (donor's preference for a rotational basis)
- e. the amount of recent awards
- f. 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 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 their sabbatical is of unquestionable educational value.<sup>4</sup>

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  
Morgan 262**

**APPLICATION FOR MARY B. SWEET SABBATICAL AWARD**

Name of Applicant On Tenure: YES \_\_\_\_\_ NO \_\_\_\_\_

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.)

How many days will you be outside of Kansas on your sabbatical? \_\_\_\_\_

How many days will you be outside of North America on your sabbatical? \_\_\_\_\_

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 explain fully the merits of the project and how you expect your project will further your education and training as an individual.

**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 any necessary supporting documents and additional comments or information that you would like considered.

**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 SABBATICAL 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

## 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.

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

- a. The extent to which the proposal will "further the education and training of the recipients in their individual capacities.
- b. 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.
- c. the seniority of the applicant (donor's preference for senior applicants)
- d. the recency of previous awards (donor's preference for a rotational basis)
- e. the amount of recent awards
- f. the relevance of the proposal to the applicant's professional discipline

Use the following rating scale to rate each application:

- (1.) Clearly an exceptional proposal; one which definitely should be granted.
- (2.) Very good proposal; one which should be granted if at all possible.
- (3.) Average proposal; one which has merit and is worthy of support, but which demonstrates no particularly remarkable characteristics which might warrant a higher priority.
- (4.) Fair proposal; one which has some merit, but about which you have some reservations.
- (5.) Proposal should not be funded under any circumstances.

**INITIAL SCORE** (1 High; 5 Low) **before** discussion:

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