

**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 contract with the university.
- C. The applicant with compensation provided between the spring and fall semesters as indicated in B 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 the School of Applied Studies, or the Center for Student Success, 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 and are limited to 30 days.

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. 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.

III. Application Procedure

- A. Applications are due in the office of the Vice President for Academic Affairs, Suite 200, Bradbury Thompson Alumni Center, no later than January 25 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)
 - 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 University Foundation. The Washburn University Foundation 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 University Foundation.
- 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 on-line.
- 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 University Foundation will make all award payments directly to the recipient. The recipients are not employees of the Washburn University Foundation. 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 University Foundation 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 University Foundation 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.

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
Suite 200, Bradbury Thompson Alumni Center

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.)

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

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 specific details here (provide attachment if necessary):

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:

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 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