

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 Office of Academic Affairs. 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 Assistant Provost for Faculty Development, 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).