

Idaho State University
College of Education

Sabbatical Leave Policies and Procedures

Definition

As stated in the Idaho State University Faculty-Staff Handbook (Part 4. Section I.V.E), *sabbatical leaves are granted as an acknowledgment of outstanding service, and provide an opportunity for advanced learning, research, or performance. The sabbatical leave program promotes excellence in the faculty and enhances the reputation of the University.*

Eligibility

Members of the academic faculty who meet the following criteria may apply for sabbatical leave: (a) rank of assistant professor or higher, and (b) have completed six years of service since appointment to the faculty or since their last sabbatical leave.

Compensation

- A. Compensation while on sabbatical leave shall be full salary for one semester or one-half salary for two semesters.
- B. Additional income may be derived from fellowships, part-time assistantships, or other sources of limited income, but full-time employment while on sabbatical leave is not permitted unless specifically authorized by the President of the University.
- C. A sabbatical leave which has been awarded may be deferred at the request of the recipient by the President of the University and the State Board of Education.
- D. A recipient of a sabbatical leave is expected to return to the University for at least one academic year, or repay the money received while on leave.
- E. At the conclusion of the sabbatical, the recipient is to file a brief report of sabbatical activities to the President of the University.

Application Process

- A. All faculty in the College of Education shall be notified by August 20 of the academic year preceding the academic year of the intended sabbatical of the availability of sabbatical applications from the Office of the Dean.

- B. Faculty seeking sabbatical leave must complete the College of Education Application for Sabbatical Leave. A copy of the application is attached. Faculty are required by the Faculty-Staff Handbook to include the following information in their application.
1. The applicant's range of service and record of accomplishment at the University, including materials such as course development, publications, performances, grants, fellowships, participation in professional organizations, evaluations of performance, and other pertinent data.
 2. A concise discussion of how the applicant plans to use the sabbatical leave including anticipated benefits for the applicant, for the college, and for the University (e.g., publication, course improvement, recognition for the University, contribution to a University program).
 3. Details concerning the starting date and duration of the sabbatical leave and anticipated location(s).
 4. Assurances and recommendations supportive of the proposed sabbatical including letters of appointment, agreements and/or contracts with other universities or agencies, letters from collaborators, publisher's agreements, book prospectus, etc.
- C. Applications for sabbatical leave must be submitted to the Office of the Dean no later than October 1 of the academic year preceding the academic year of the intended sabbatical. The Office of the Dean will review the application for completeness, notify the applicant of any needed additions, and make copies of the application to forward to the appropriate Department Chair.

Review Process

A. Department Chair

1. Upon receipt of applications for sabbatical leave from the Office of the Dean, each *department chair* will review the departmental applications and make written recommendations regarding action on each sabbatical application.
2. Consistent with due process procedures for promotion and tenure review, the applicant for sabbatical leave shall be notified in writing by of the *department chair's* recommendation. Should the applicant disagree with the recommendation, he or she must appeal in writing to the next higher level of review within 5 days of receipt of the notification of recommendation.
3. The department chair will forward all application materials and written recommendations to the chair of the College of Education Sabbatical Committee by the end of the second week in October.

B. College of Education Sabbatical Committee (Bylaws)

1. Following receipt of the sabbatical leave applications from all departments, the College of Education Sabbatical Committee will meet for initial review and recommendation.

- a. The College of Education Sabbatical Committee shall be comprised of 5 members apportioned as follows: one member from each of the four departments of the college and one member appointed by the Dean.
 - b. The Dean's representative shall serve as chair of the College of Education Sabbatical Committee. Typically, the Dean's representative would be the Associate Dean or the Assistant Dean.
 - c. All members of the College of Education Sabbatical Committee have an equal vote in all decisions of the Committee
2. Members of the College of Education Sabbatical Committee shall independently review and evaluate all applications. An evaluation form rating the (a) technical merit of the project, (b) quality of the proposal, (c) anticipated benefits, and (d) service and record of accomplishment shall be completed by each member of the Committee for each application. A copy of the evaluation form is attached.
 3. Following independent review and evaluation of each application, the College of Education Sabbatical Committee shall meet to determine joint recommendations.
 - a. During its deliberations, the College of Education Sabbatical Committee will pool the individual ratings for each application from each member of the Committee to yield an overall rating on each application.
 - b. The College of Education Sabbatical Committee will then rank the applications in order of preference for award of sabbatical on the basis of the pooled overall ratings.
 4. Consistent with due process procedures for promotion and tenure review, the applicant for sabbatical leave shall be notified in writing of the College of Education Sabbatical Committee's recommendations. Should the applicant disagree with the recommendation, he or she must appeal in writing to the next higher level of review within 5 days of receipt of the Committee's notification of recommendation.
 5. The College of Education Sabbatical Committee shall forward its recommendations, including the ranked list, to the Dean by the start of the first week of November.

C. The Dean

The Dean will review the forwarded recommendations and the ranked list from the College of Education Sabbatical Committee and determine the number of sabbatical leave requests to be supported. The Dean will forward recommendations to the Vice President for Academic Affairs by November 15 of the academic year preceding the academic year of the intended sabbatical leave.

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Application for Sabbatical Leave

Name:

Date of original hire/years of service to ISU
If not continuous, please explain

Date(s) of previous sabbatical leave(s)

Total amount of support requested from ISU to support sabbatical leave

Period of leave from _____ to _____

Sites of localities where leave will be spent (list expected dates for all sites)

Expected outcomes/results from sabbatical leave (e.g., publications, training, etc.)

Summary of aims and objectives of the proposed leave (limit narrative to 200 words)

RANGE OF SERVICE AND RECORD OF ACCOMPLISHMENTS AT ISU

Academic courses (provide continuation sheets, if necessary)

- Courses part of regular load (number, title, when offered)
- Additional courses developed/taught (number, title, when offered)
- Other instructional programs developed/taught at ISU

Participation in continuing education

- Courses, programs, etc., offered through academic outreach, the Intermountain Center for
- Education Effectiveness, or other ISU-sponsored programs. Distinguish between credit and
- non-credit courses.

Other instruction responsibilities

- Undergraduate student supervision/evaluation. List numbers of students, the instructional
- setting, and/or state the degree of your effort (e.g., the average effort per year).
- Student teaching supervision
- Clinical supervision

Summary of graduate faculty service

- Number of students who have completed degrees under
- advisor and dates of their completion
- Other information relative to graduate faculty service
-

RELEVANT/REPRESENTATIVE SCHOLARLY AND CREATIVE WORKS

Publications (list most recent first)

- Books
- Journal articles
- Other published scholarly works (e.g., texts, manuals, etc.)
- Other (e.g., computer software, etc.)

Conference presentations

- (Give title, date, location, and name of professional society or group)

Other creative works

RELEVANT/REPRESENTATIVE GRANT AND FELLOWSHIP SUPPORT OBTAINED WHILE AT ISU (List source, title of project, date, duration, and amount of each award)

EXPERIENCES AS REVIEWER, EDITOR, REFEREE, OR JUDGE TO EVALUATE GRANTS, MANUSCRIPTS, ETC.

PARTICIPATION IN PROFESSIONAL ORGANIZATIONS, COMMISSIONS, COUNCILS, OR BOARDS (Name, level of participation, offices held, etc., for each)

PUBLIC AND COMMUNITY SERVICE

UNIVERSITY, COLLEGE, AND PROGRAM SERVICE (Committees, councils, collaborative teams, etc.)

DESCRIPTION OF THE WORK TO BE DONE ON THE SABBATICAL LEAVE (Four pages maximum; include information relevant to the expected benefits for the applicant and the University; details concerning the dates, sites, and names of colleagues, etc.)

ASSURANCES AND RECOMMENDATIONS

(Where relevant, attach letters of support, agreements and contracts from collaborators, sponsors, publisher's agreements, book outlines, etc.)

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Sabbatical Leave Application Evaluation Form

Name of applicant: _____

Number of years of consecutive service at ISU: _____

Date of last sabbatical: _____

CRITERIA:

1. Technical merit of project (10%)
2. Quality of proposal (30%)
3. Anticipated benefits (10%)
4. Service and record of accomplishments (50%)

1. Technical merit of project

To what extent does this project extend knowledge within its field? As a result of this project, will new research or teaching techniques be developed? Will this project result in new subjects in the curriculum? Is this project important.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 _____
Excellent Above Competent Below Poor Unacceptable
 Average Average

Technical merit score: _____ X 10 = _____

2. Quality of proposal

Does this proposal avoid the use of esoteric jargon? Does this proposal provide a reasonable plan of action? Does this proposal make a precise statement about the proposed activities?

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 _____
Excellent Above Competent Below Poor Unacceptable
 Average Average

Quality of proposal score: _____ X 30 = _____

3. Anticipated benefits

What are the benefits of this proposal to the individual, program area, college, or university?
 What are the benefits of this proposal for teaching, scholarship, professional service, community service?

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 _____
 Excellent Above Average Competent Below Average Poor Unacceptable

Anticipated benefits score: _____ X 10 = _____

4. Service and record of accomplishment

What are the applicant's accomplishments in the area of teaching? What are the applicant's accomplishments in the area of scholarship and/or creative activity? What are the applicant's accomplishments in the areas of service to the program area, college, university, public schools or other agencies, community?

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 _____
 Excellent Above Average Competent Below Average Poor Unacceptable

Service and record of accomplishment score: _____ X 50 = _____

Score

1. **Technical merit of project** (50 points possible) _____

2. **Quality of proposal** (150 points possible) _____

3. **Anticipated benefits** (50 points possible) _____

4. **Service and record of accomplishments** (250 points possible) _____

TOTAL SCORE (Maximum score possible = 500) _____