

**Application for Sabbatical Leave**

**Cover Sheet**

***Please note the final application packet will be submitted from the candidates Dean’s office***

***Please review the Sabbatical leave policy section in the Faculty Handbook and review the entire application.***

[(http://www.montana.edu/policy/faculty\_handbook/sabbatical\_leave.html)](file:///C:\Users\aaiken\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\DSFHZQVG\(http:\www.montana.edu\policy\faculty_handbook\sabbatical_leave.html))

Name:       Academic Unit:       (Department, College or School)

Academic Rank:       Years in Rank:

Sabbatical Period Requested:  Academic Year \_\_\_\_\_\_ Semester:  Fall \_\_\_\_  Spring \_\_\_

Other (specify):

Sabbatical leave shall normally be for a period of not less than one semester, nor more than two semesters. The sabbatical period does not include summer.

Date of initial tenure-track appointment:       month       year

Regents Policy requires that you have completed seven years in service (not counting time spent on leave) to be eligible for a sabbatical. Do you meet this requirement? Yes No.

Leaves at MSU: (month/year to month/year)

1. Sabbaticals:

2. Leaves Without Pay During Last Seven Years:

1. Other (explain):

All sabbatical leaves are subject to the guidelines listed in the current [Faculty Handbook](http://www.montana.edu/policy/faculty_handbook/sabbatical_leave.html) and Board of Regents Policy Procedures Manual. Unit expectations may be added to this application, or attached for the record.

**Agreement**

If my request for sabbatical leave is granted, I agree to:

* comply with MSU travel policy, including obtaining pre-departure travel approval through the Office of International Programs for any international travel;
* return to MSU for a period equal to the length of the sabbatical leave;
* submit a 4-5 page written report on the sabbatical activities to my unit head and the provost within ten months of the end of the sabbatical;
* present the results of the sabbatical leave in an on-campus forum within ten months of my return to the University. I will also notify the Faculty Affairs Committee chair and the provost of the date of my presentation;
* agree to serve on a future sabbatical selection committee if requested by the provost office and

report all income relating to the sabbatical (e.g. MSU, host institution, grants).

* If unable to complete the above, I will repay all monies received from the University while on sabbatical.

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Applicant’s Signature Date

**REQUIRED DOCUMENTS**

The following items must be included in each sabbatical application.

1. Application Cover Sheet clearly identifying the requested sabbatical period, i.e., semester or academic year.
2. Project Summary and Project Description: 4 pages, max.: Explain the activities to be undertaken, a time frame for the project, where the work will be accomplished (identifying, where appropriate, organizations and people involved in the project); the relationship of the work to other projects; travel requirements (if any); anticipated benefits of the project and a description of expected outcomes or deliverables, including how the project advances meritorious performance in research and teaching.
3. Arrangements: All documents which indicate arrangements for the project (minimally this will include a paragraph about necessary workspace on or off of the MSU campus arranged with your unit head, for those affiliating elsewhere it will include a letter of invitation from host institutions, etc.).
4. A Current Curriculum Vita
5. Letters of Recommendation. Two letters of recommendation attesting to the qualifications of the applicant and the scholarly merit of the project. **At least one letter must be from an external source**- a non-MSU university professional entity.  The remaining letter may be from sources external or internal to MSU. Internal and external reviewers are required to send their letters directly to the applicant’s unit head (department head, campus director, or dean as appropriate).
6. UNIT HEAD’s ENDORSEMENT: When applicable, endorsements from the applicant’s unit head shall be added and submitted to the dean or provost by October 31. Unit head’s endorsements shall address the programmatic and financial impact to the unit of the faculty member awarded the sabbatical. The unit head shall also include any expectations of the candidate during the sabbatical period, if applicable.
7. DEAN’S ENDORSEMENT: For colleges that have directors or department heads, the dean will provide a letter of endorsement that addresses the programmatic and financial impact to the College. For budget remuneration purposes, the dean will also list the teaching load –anticipated courses and credits per course– for the requested sabbatical duration. Deans are responsible for ensuring all mission-critical functions of the college and applicable units are sustained through the sabbatical period. Deans may need to limit the number of sabbatical applications submitted from any single unit.

The packet and **the entire application** shall besubmitted to [sabbaticals@montana.edu](mailto:sabbaticals@montana.edu) by the candidate’s dean’s office no later than October 31.

The documents shall be named and numbered as follows and submitted in the following order:

A single pdf [Applicant Lastname.pdf] may also be submitted if a table of contents is included.

01-Cover Sheet-Applicant Lastname.pdf

02-Project Description-Applicant Lastname.pdf

03-Arrangements-Lastname.pdf

04-CV-Lastname.pdf

05A-Letters of Rec-Letter Author-Applicant Lastname.pdf

05B-Letter of Rec-Letter Author-Applicant Lastname.pdf

06-Dept Head Endorsement-Applicant Lastname.pdf

07-Dean’s Endorsement-Applicant Lastname.pdf.

**Evaluation Criteria**

The following criteria for review of applications for sabbatical leave were developed by the Ffaculty Aaffairs Ccommittee, endorsed by faculty senate, and approved by the provost. These criteria will be used by the Faculty Affairs Sabbatical Review Subcommittee to evaluate and rank the applications for sabbatical.

**Scholarly Merit (20 points)**

* How does the proposed activity contribute to the faculty member’s teaching and/or scholarship activity? **(10 points)**
* To what extent does the proposed activity explore creative and original concepts? **(5 points)**
* How well does the project contribute to the faculty member’s integration of teaching and scholarship activity? (**5 points)**

**Planning and Organization (5 points)**

* Has there been adequate practical planning and intellectual preparation to carry out the project?

**Broader Impacts (10 points)**

* How does the proposed project integrate/align with the current institutional strategic plan? What are the regional, national, and international impacts of the proposed work?

In addition to the criteria listed above, applicants also receive credit based on the following:

* Years of service: 7-12 years from eligibility or last sabbatical – 0 points, >12 years from eligibility or last sabbatical – 1 point
* Academic rank: Add 2 points for Professor and 1 point for Associate rank.

The faculty affairs committee will rank applications based on total points and forward to the provost for funding decisions.

**Sabbatical Application Packet Deadlines**

The candidate’s complete packet should be sent by the Dean’s office to the Provost’s Office only after all of the materials listed on the attached checklist have been provided/completed.

Candidate Submissions: Provide a minimum of items 1-5 of the attached checklist to Unit Head by **October 3.** For units without Department Heads or Directors, the materials are to be submitted to the Unit Dean by **October 3.**  Since candidates solicit recommenders, each candidate must also ensure that those letters will be received by the Unit Head no later than October 3.

When applicable, Unit Heads shall include their letters of endorsement and the 2 external and internal letters of support for the applicants and forward to Dean by **October 17.**

Deans shall include letters of endorsement and submit entire packet by **October 31 to** [sabbaticals@montana.edu](mailto:sabbaticals@montana.edu)

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| Required Documentation Checklist | | |
| 1. Application Cover Sheet | October 3 to Unit Head |  |
| 2. Project Description | October 3 to Unit Head |  |
| 3. Arrangements | October 3 to Unit Head |  |
| 4. Curriculum Vita | October 3 to Unit Head |  |
| 5. Letters of Support (2)  At least one letter of support must be external | October 17 to Unit Head |  |
| 6. Unit Head Letter of Support (when applicable) | October 17 to Dean |  |
| 7. Dean Letter of Support and final packet submission | October 31 to Provost |  |

**Notification**

A list of applicants approved by the President and Provost will be announced by March 1 and reported to the Montana Board of Regents.

Applicants will receive a report from the Provost’s Office indicating the award decision and feedback on their proposals.