I. ELIGIBILITY AND RELATED MATTERS

A. Eligibility

The eligibility requirements are stated in the Collective Bargaining Agreement dated July 1, 2007-June 30, 2011.

B. Calculation of Service Time

1. All years of service within the SSHE system are to be counted. A candidate with years of service at (an)other SSHE institutions(s) must submit a letter from the other university(ies) showing the years of service completed there with the application. A letter from other Universities indicating the service done there is required.

2. Temporary employment may be used to calculate service and eligibility for sabbaticals on a prorated basis. For faculty who were full-time temporary, all full-time service is included in the calculation of service once the faculty member has become tenured. Part-time temporary service is pro-rated; that is, half-time teaching will receive half credit. However, if the faculty member has not taught regularly and that time is less than 50%, that service will generally not be counted.

3. For each full pay semester or half pay year long sabbatical leave granted, seven years will be subtracted from the recipient's length of service to calculate “adjusted years of service.”

4. One year or semester will be subtracted for each year or semester leave of absence, as the case may be. Educational leave and maternity leave are subtracted.

5. An individual will not be eligible for another sabbatical leave until five (5) years after his/her last sabbatical has elapsed. The five-(5) years will be counted from the end of the date the sabbatical was actually taken until the beginning date of the proposed sabbatical. In any case, the applicant must have a minimum of seven years' service <u>available</u> to qualify for a first, second, or third sabbatical. "Available service time" is the total number of years of service in the SSHE system minus seven (7) years for each prior sabbatical taken minus any prior leaves (specific information about prior leaves may be asked of the committee chairperson or payroll. Generally, "out-leave" grants are not subtracted. Educational leave and maternity leave are subtracted.)

6. When completing the "Years of Service in the Pennsylvania State System of Higher Education" portion of the "Application for Sabbatical Leave,” use the time from the beginning of your first semester in SSHE to the start date of the semester of the sabbatical. If applying for a summer sabbatical, or undecided, add only one year. List all years of service at IUP and other SSHE universities. List all prior sabbatical and other leaves in the appropriate sections. The committee will calculate the final "adjusted years of service" based upon that information and as described above in I. B.1-6.

C. Sabbaticals Awarded

1. Full semester at full pay

2. Full academic year at half pay

3. A summer sabbatical will be granted if the proposed project can only be performed during the summer and/or if IUP will be unduly disadvantaged if the sabbatical were to be taken during the academic year. (This is so noted for applicants because recent administrative practice has been to award summer sabbaticals only to faculty with twelve-month contracts. **The committee uses intended dates of sabbatical ONLY to calculate adjusted years of service.)**

NOTE: Only one of the above options may be selected at the time of application and it is this option upon which years of service will be calculated. Any changes in dates are negotiated between applicant, chairperson, dean and provost AFTER the sabbatical has been awarded. Changes to an earlier date may not be made for applicants who, in doing so, would no longer have the necessary years of service or appropriate length of time between sabbaticals.

II. SABBATICAL LEAVE APPLICATION PROCEDURES

A. Read the Guidelines for Sabbatical Leaves

B. Review the Collective Bargaining Agreement pertaining to sabbaticals

C. Complete the Application form

1. Complete both parts of the "Application for Sabbatical Leave."

2. You must be sure to have ALL required signatures. If you are the chair of the department, you may sign for yourself. The chair's signature is not an endorsement, but notification to the chair that the candidate is applying for sabbatical. You must also acquire the signature of your dean. This is also for notification purposes. (Note: DO NOT wait until the last minute to obtain signatures. Late applications will not be accepted.)

D. Assemble Project Proposal Components

The sabbatical proposal should be academically or professionally based and three pages, maximum, in length. **<u>Proposals exceeding three (3) pages in length will not be considered</u>**.

1. Sabbatical Proposal Statement

Clarity and ability to defend your project are integral to your success. The sabbatical committee is composed of members from diverse backgrounds and may not be familiar with your discipline. Proposals are best written as if being read by a person outside of your field.

2. Components of the project proposal

a. Project description

The project proposal description should be a three page statement indicating the project to be undertaken. Justification, qualifications and support materials should follow.

b. Justification

Applicants should justify the proposal in one or more areas:

i. In its own right (e.g., deals with a significant problem area)

ii. In relationship to professional growth and development (e.g., develops new capabilities for research and teaching)

iii. In relationship to the department and/or University (e.g., develops new University programs or enhances the research, teaching, or administrative capabilities of the faculty member)

c. Qualifications

Proposals for sabbatical leave should include sufficient background information to assist the evaluation committee in judging the applicant's competence to accomplish project goals.

Note: An abbreviated vita and a brief report (not to exceed three pages in length) from a previously granted IUP sabbatical is strongly recommended.

3. Required Supporting Materials

The support materials should include two or more of the following:

a. Not less than two (2) letters from persons who can state the value of the project. It is suggested that at least one letter come from an IUP faculty member or administrator who can attest to the value of your proposed project to the department and/or university, and at least one other be from a specialist in your field (at IUP OR outside of IUP) who can address the importance of the project within your discipline.

b. Evidence of work completed thus far on the project if any.

c. Contracts from publishing houses, letters of acceptance regarding grants of post-doctoral study, invitations to teach or do research (these are all examples of appropriate forms of documentation).

d. Publications:

Quality is more important than other factors when judging the value of a publication proposal. Therefore, the burden of proof of quality is upon the applicant.

4. Submit application form to department chairperson for signature.

5. Submit **two** (2) copies of the application form, **nine** (9) copies of the project proposal, and **one** (1) of the supporting materials in one envelope, if possible, to the University-Wide Sabbatical Leave Committee chairperson by the posted deadline.

III. THE APPROVAL PROCESS

A. Each sabbatical proposal statement and its supporting documents will be evaluated by each individual committee member using the Committee approved rating scale.
(See Appendix C, Evaluation of Sabbatical Leave Proposal)

B. The following formula, in total, will be used:

$$\text{Score} = (0.7 \times \text{Merit}_{\text{Proposal}}) + (0.15 \times \text{years}_{\text{total}}) + (0.15 \times \text{years}_{-7})$$

where:

Merit = a score from 1-100 for the written portion (i.e., sabbatical proposal statement and supporting documents) of the application. Scores given in this section will be normalized. The proposal with the highest merit score will be scaled to a value of 100 and the weakest will receive a score of 1.

Years $_{\textbf{total}}$ = a score from 1 (for seven years of service) to 100 (the applicant with the most years of service in each particular year). A linear scale between these two defining points will be established for each sabbatical year. The applicant with the largest number of years of service receives 100 points; all others receive a proportionate amount.

Years $_{\textbf{-7}}$ = a score from 1-100 for the number of adjusted years of service at IUP. Adjusted years are defined as the number of years of university service seven years for each previous sabbatical awarded. The minimum score will be 1 (for 7 adjusted years. The applicant with the greatest number of adjusted years receives 100 points. Again, a linear scale between these two defining points will be established for each sabbatical year. Applicants lying between these extremes will receive a proportionate amount.

C. The ranking of the written portion (sabbatical proposal statement and supporting documents) of the applications is arrived at by combining the scores of the individual committee members. The high and low merit scores are discarded and a composite ranking is generated.

D. The scores on the two items relating to years are added to each candidate written total (minus high/low) and a final score and ranking are determined. Should there be two or more candidates with the same overall score, the candidates will be ranked according to their listing on "random order lists" as approved by APSCUF/administration.

E. Following the ranking of all applicants, the Committee will prepare a final list with recommendations to the President of the President's designee for those sabbaticals that the committee recommends to be awarded.

IV. CALENDAR

Monday, March 25, 2013: Submission of application materials to the Committee Chair listed on page 13 of this document by 4:00 P.M. NO MATERIAL WILL BE ACCEPTED AFTER THIS DEADLINE

(It is the responsibility of applicants to ensure that materials are delivered by the deadline.)

Tuesday, May 1, 2013: Submission of Committee rankings and recommendations for sabbatical leaves to the President and the Candidates

V. DISPOSITION OF APPLICATION MATERIALS

A. One copy of the application will be retained by the Provost's office until receipt of a sabbatical leave report. Any other copy (copies) will be returned after the announcement of sabbatical leave awards.

B. Non-Recipients

Non-recipients will receive their entire file of application materials after the sabbatical leave awards have been announced.

VI. THE SABBATICAL LEAVE REPORT

A report of sabbatical leave activities is to be submitted by each recipient before the end of the next semester following the leave. **Failure to comply will adversely affect any decisions regarding future sabbaticals**. Guidelines for this report are contained in Appendix B. A copy of this report is to be forwarded to each of the following: (1) Department Chairperson, (2) Dean of recipient's school, (3) Vice President for Academic Affairs, and (4) the Committee. The Committee will forward the report to the University Archives. The Vice President for Academic Affairs shall place his or her copy of the report in the member's personnel file.

VII. RESPONSIBILITIES

A. Of the Sabbatical Leave Recipient

1. The Collective Bargaining Agreement reads as follows: No sabbatical leave shall be granted unless the FACULTY MEMBER agrees in writing to return to his/her employment with the UNIVERSITY for a period of not less than one (1) year immediately following the expiration of such leave of absence.

2. Submit a report as outlined in Part VI. (See Appendix B)

3. Notify the Pennsylvania Faculty Health and Welfare Fund of the date of your sabbatical particularly if you are leaving the country.

The address is as follows:

Pennsylvania Faculty Health and Welfare Fund
PO Box 60430
Harrisburg, PA 17106-0430

B. Of the University

The Collective Bargaining Agreement reads as follows:

Every FACULTY MEMBER while on sabbatical leave of absence shall be considered to be in regular full time daily attendance in the position from which the leave is being taken during the period of said leave, for the purpose of determining the FACULTY MEMBER'S length of service and the right to receive increments as provided by law or contract.

VIII. CORRESPONDENCE

Copies of all correspondence between applicants and the administration must be forwarded to the chairperson(s) of the Committee.

Appendix A

Criteria for Evaluating Strength of Proposal Sabbatical Leaves

While it is impossible to judge sabbatical proposals in the same way for widely disparate disciplines, the Committee feels that it can apply certain general criteria to determine the value of proposals, one of the most important of which is that the project ought to result in something specific and, when possible, measurable, even if the latter consists only in a list of credits towards a degree. Other guidelines are as follows:

A. Support

1. Do recognized authorities in the candidate's field of specialization regard the proposal as feasible or valuable?

2. Is there evidence that, in supporting statements or elsewhere, the project is underway and will be successfully completed?

3. If the project involves a book, what is the level of commitment from the publisher? Example: A contract with a publisher is stronger evidence of commitment than a letter from a publisher expressing interest.

4. If the proposal involves an artistic creation, what evidence is presented that the applicant's effort will culminate in a publication, exhibition, or performance?

5. In those cases where the project has direct impact on the department, have the chairperson and/or faculty indicated support and to what degree?

6. Other support materials.

B. Feasibility, Scope, Adequacy

1. Has the necessary groundwork for the project been undertaken?

a. Has the applicant demonstrated knowledge of the "state of the art" of those fields relevant to the project? (See D3)

b. Have relevant coursework or workshops been completed?

c. Are the requisite source materials (i.e. Library) available?

d. If the applicant is to visit or coordinate work with another facility, is there evidence that he/she has contacted those responsible, and that the faculty member has been accepted by those contacted?

2. Is the scope of the project either too large or too limited considering the amount of time available? Is the timetable feasible?

3. Is the methodology provided sufficiently detailed and appropriate for the task?

4. If more than one activity is projected, how are the segments related to each other?

5. Other.

C. Contribution

1. In what way and to what extent does the proposal purport to extend the range of human knowledge? How will it affect the university and the smaller or larger community?

2. Will the sabbatical experience qualify the applicant to serve his/her department or discipline and the university more effectively? Will the candidate return with additional skills the department needs to better serve students? Does the proposal involve the development of a new course(s) or the upgrading and modification of an existing course(s) that will prove more responsive to student and university needs?

3. Has the applicant clearly demonstrated that the proposed sabbatical project meet one or more of the purposes for sabbatical leave stated on page one?

4. Other.

D. Qualifications

1. Is the applicant an active researcher, scholar, or creative artist already involved in the proposed activity?

2. What scholarly publications, literary or dramatic forms, works of art, or other artistic expressions has the applicant produced so far?

3. Does the applicant possess the necessary skills (e.g. fluency in a foreign language, computer expertise, knowledge of statistics) to complete his/her project successfully?

4. If a change in scholarly direction is indicated, is a rationale presented?

5. Other qualifications?

Appendix B

Sabbatical Leave Report Guidelines

Reports on activities of sabbatical leave recipients are an integral part of the leave program. They are reviewed by a variety of individuals and groups, and thus should be carefully prepared and should contain the following components if applicable. Some questions are posed only to indicate the type of information to include in the report.

A. Abstract

A one-page abstract of this proposal should preface the report.

B. Project Development and Completion

1. Indicate objectives met and the method(s) employed to evaluate achievement of objectives. If you were not able to complete any one objective or if you found it necessary to modify, restate or add an objective, describe the process.

2. Did you discover any unexpected results that would lead to further study or exploration in the area of your project? If so how do you plan to implement further development?

3. If there is a practical application for the results of your project (such as a program development), specify how and where you suggest utilizing these results.

4. Other.

C. Professional Development

1. How did you broaden or deepen your professional skills and/or in any other way enhance your professional development?

2. Do you plan to continue or to expand your project? If so, how do you anticipate it will affect your professional development?

3. Will the results of your sabbatical study be published? Has material been submitted or accepted for publication by a journal or publisher? Identify the journal or publisher.

4. Other.

D. Community Service

1. Was there an immediate, temporary, or long-range effect on a particular community service or group of clients?

2. Do you anticipate that this study will result in service(s) to groups or agencies other than the one proposed?

Appendix C

EVALUATION OF SABBATICAL LEAVE PROPOSAL

Name of Applicant

_____

I. Support (10 points) _____

Does the project have support as outlined in the guidelines?

II. Qualifications of the Applicant (15 points) _____

Has he/she demonstrated having the background and knowledge necessary to accomplish the project goals?

III. Feasibility, Scope, Adequacy (25 points) _____

Has the applicant shown that the groundwork for the project has been undertaken? Are the necessary facilities available at the project site? Is there a good chance that the project can be completed during the leave? Is the project already underway? If more than one project is planned, are they related?

IV. Contribution (50 points) _____

Will the completion of the project make a significant contribution to the professions? Will the project make a contribution in one or more of the following areas: in its own right, to his/her professional growth and development or to the department and/or University.

Total _____

Appendix D

University-Wide Sabbatical Leave Committee Bylaws

The Committee

A. Composition

The committee shall consist of nine (9) faculty members elected by and from the faculty. No more than one (1) faculty from any given department may be a member of the committee.

B. Terms

The term shall be for three (3) years.

C. Nominations and elections

Nominations and elections shall be conducted by the Nominations and Election Committee of APSCUF-IUP.

D. Vacancies

1. If a vacancy occurs, the faculty member receiving the next highest number of votes shall be a member of the committee for the remainder of the term.

2. If there are no faculty members from the above-mentioned group, APSCUF shall conduct a special election.

E. If a member of the committee applies for a sabbatical he/she must resign from the committee for the remainder of the term.

F. The chair/co-chair and a secretary shall be elected by and from the committee.

G. There is a standing agreement that the total number of sabbaticals is divided equally between length and strength. In years when there are fewer strength of proposal sabbaticals awarded, however, more length of service sabbaticals may be recommended.

H. The highest and lowest total score shall be eliminated from the final calculation for each applicant.

Approved January 23, 2008

APPLICATION FOR SABBATICAL LEAVE

Applicants for Sabbatical Leaves should consult the current Collective Bargaining Agreement on Sabbatical Leave Policy, and the Sabbatical Leave Guidelines monograph developed by the committee.

Name of Applicant:_____

Academic Rank_____

Department: _____

Office telephone: _____ Home telephone:_____

Campus Address_____

Date of Appointment in position:_____

Dates of Proposed Sabbatical Leave: (check only one) Sabbatical Leave Options: (check only one)

____1. Fall Semester 2014, Full pay

____2. Spring Semester 2015, Full pay

____3. Academic Year, 2014-2015, Half pay

____4. Summers 2014 and 2015, Full pay

____5. To be determined

YEARS OF SERVICE IN THE PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION,

AS OF September 1, 2014 _____, or January 2015* _____.

*(see page 1, B. 6)

SERVICE AT IUP: DATES, YEARS; SERVICE IN OTHER SSHE: DATES, YEARS

PERM. FULL TIME_____

TEMP. FULL TIME_____

PART TIME_____

Semester(s) of prior Sabbatical Leave(s) taken Date(s):

Has a sabbatical leave report been filed? ____Yes ____No

If a sabbatical leave report has been filed, please attach a summary of the report to your application.

Other types of leave taken: Dates & Length of Leave

(1)

(2)

(3)

Any additional information relevant in calculating years of service must be provided.

If I am granted a Sabbatical Leave, I will return to IUP for at least one year upon completion of my sabbatical.

_____ _____

Signature of Applicant Date

I have been notified, by the applicant of his/her intention to submit this application for Sabbatical Leave.

_____ _____

Signature of Department Chairperson Date

_____ _____

Signature of College Dean Date

(The department chair should send a list of the number of applicants for sabbatical leave to the dean for information purposes only.)

All application materials must be submitted by **4:00 p.m. on Monday, March 25, 2013** to:

Dr. Eric Rosenberger
Chair, UWSLC
G31 SOMEST
The Counseling Center

- Two copies of the application form
- Nine (9) proposal documents
- One set of support documents

Submit all materials in one envelope (if possible).