

I. ELIGIBILITY AND RELATED MATTERS

A. Contract

Eligibility requirements appear in Article 18 of the *Collective Bargaining Agreement* dated July 1, 2023 to June 30, 2027.

B. Service Time

1. The committee tabulates **service time**: total years of service at IUP and other PASSHE institutions. Candidates who claim service at institutions other than IUP must provide materials that document the dates of their appointment(s).
2. Temporary employment is included in service calculations. Service in full-time temporary positions is equivalent to that in the tenure track. Part-time temporary service is prorated. Part-time service at less than half time is discounted.
3. The committee calculates **adjusted service time** by subtracting seven from the applicant's total years of service for each previous sabbatical leave. Applicants must have **seven years** of adjusted service time available to be eligible for sabbatical.
4. Non-sabbatical leaves of absence, including educational and maternity leave, result in deductions of one semester or one year, as the case may be.
5. Applicants are ineligible for sabbatical leave during the five-year period following a previous sabbatical. The period is measured from the end of the previous leave term to the proposed start of a subsequent sabbatical.
6. Service time includes the period between the application for sabbatical leave and beginning of the proposed leave term. In other words, applicants may include service time that they will have earned prior to the start of leave.

C. Sabbatical Terms

1. Typically, applicants request leave for the fall or spring semester at full pay. They may also request leave for the entire academic year at half pay.
2. Summer sabbaticals are granted only when the project requires that timeframe or in cases when administrators agree that the faculty member's absence during the normal academic year will be unduly disruptive.
3. Applicants may propose **one term only** during the application process: the committee uses this information to calculate adjusted service time. Subsequent changes to the term must be negotiated by the applicant, department chairperson, dean, and provost after leave is awarded. Any such adjustment must adhere to I.B.3 and 5.

II. APPLICATION COMPONENTS

A. Application Format

1. The application process is housed in SoftDocs. Applicants may access SoftDocs via the “Promotion, Sabbatical, and Tenure” card in MyIUP.
2. The application begins with a webform that captures information about the applicant’s service time, proposed leave term, and previous sabbaticals.
3. The applicant must upload two additional files, both in PDF: the project proposal and a collection of supporting material. See II.B and C.
4. When the application is submitted, SoftDocs notifies the applicant’s department chairperson and dean. Physical signatures are not required.

B. Project Proposal

1. The sabbatical project must be academic or professional in nature. Set out the project in a proposal of **no more than 1,500 words**. In the proposal:
 - a. Describe the work you intend to complete. Committee members are unlikely to be familiar with your discipline or research, so write plainly and avoid jargon. Provide a basic timeline for the project.
 - b. Justify the project in relation to your professional development, your field or a broader arena, or IUP as an institution. The committee welcomes work related to pedagogy, academic programs, and so on.
 - c. Briefly outline training, experience, and previous research or creative work that speak to your ability to carry out the project within the proposed term.
2. To reiterate: if the proposal exceeds 1,500 words, your application **will not be considered**.

C. Supporting Materials

1. In addition to the proposal, provide items that help committee members understand the scope and merits of your project.
 - a. Required: Submit at least two letters of support from individuals who understand the value of the work you have planned. The committee suggests that one letter come from a professor or administrator at IUP who will speak to how the project may benefit your department or college. The other might come from a specialist in your field.

- b. Optional: Applicants often supply contracts with publishers; correspondence related to grants, commissions, or other external funding; invitations to teach, study, present, perform, direct, or conduct research; pedagogical materials; evidence of completed work related to the project; previous publications and creative products; and sabbatical leave reports.
2. There is no maximum page count for supporting material, but the committee suggests a less-is-more approach. Applicants may include links.

III. REVIEW PROCESS

A. Individual Rating

Committee members first evaluate proposals individually, assigning each a score from 0 to 100. Applicants thereby earn a **merit score**, which is the average committee rating but with the highest and lowest individual ratings discarded. See the form given in Appendix B, below.

B. Weighting

1. Next, the UWSLC chairperson applies a formula that accounts for the applicant's total and adjusted service time. The formula is as follows.

$$a. (0.7m) + (0.15s) + (0.15a) = \text{weighted score}$$

b. In the formula, m is the merit score. This value is normalized according to the applicant's relative performance: the applicant with the highest merit score in any given year earns 100 points, the lowest 1 point, and the others a score tied to their position.

c. The s and a variables are service time and adjusted service time, in years, as defined above. Both values are scaled linearly from 1 to 100: the applicant with the highest number earns 100 points, the lowest 1, and the others a proportionate number.

2. Should two applicants earn the same weighted score, the committee ranks them using random order lists approved by APSCUF and the administration.

C. Discussion

1. The committee meets to discuss the overall ranking that results from the preceding. They start with the lowest weighted score. If they vote to recommend that applicant for sabbatical, then all are recommended. If not, they work upward through the ranking until a vote to recommend occurs. All applicants above that point are recommended.
2. The committee supplies a list of both the weighted scores and recommended applicants to the university president.

IV. IMPORTANT DATES

Applications are due at **4:00pm on Monday, March 2, 2026**. The committee will not review any materials that arrive after the deadline. Incomplete applications are void.

The committee will deliver its rankings and recommendations to applicants and the university president on **Friday, May 1, 2026**. Applicants are notified via e-mail.

V. SABBATICAL LEAVE REPORTS

Applicants who accept sabbatical leave are expected to file a report related to their project. Instructions for the preparation of this document are given in Appendix C, below. When completed, the report should be sent to the recipient's department chair and dean, as well as the Vice President for Academic Affairs and UWSLC chairperson.

VI. RESPONSIBILITIES

A. Leave Recipient

1. The *Collective Bargaining Agreement* states: "No sabbatical leave shall be granted unless 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. Recipients should notify the PA Faculty Health and Welfare Fund that they plan to take sabbatical leave. The fund's address is:

PA Faculty Health and Welfare Fund
P. O. Box 60430
Harrisburg, PA, 17106-0430

3. Upon completion of the sabbatical, recipients are expected to submit a leave report, as noted in section V.

B. University

The *Collective Bargaining Agreement* states: "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 right to receive increments as provided by law or contract."

VII. CORRESPONDENCE

Correspondence between applicants and administrators related to sabbatical leave must be copied to the UWSLC chairperson during and after the application process.

APPENDIX A

Criteria for the Evaluation of Sabbatical Projects

The committee makes every effort to evaluate proposals fairly and with consideration to the applicant's discipline, rank, and agenda. One basic criterion along these lines is that sabbatical projects ought to end in a specific product or measurable result. Aside from that, the committee considers the following basic questions.

A. Support

1. Do authorities in the applicant's field regard the proposal as feasible given the proposed leave term? Do they consider the project valuable?
2. Is there evidence that the project is under way or has been carefully planned? Is it likely the applicant will complete the work successfully?
3. If the project involves a book, what commitment exists from a publisher, if any? Executed contracts are more compelling than letters of interest.
4. If the project involves a creative product, is there evidence the applicant's efforts will result in an exhibition, recording, or public performance?
5. If the project stands to impact the applicant's department directly, has the chairperson expressed his or her support? Have the faculty?

B. Feasibility

1. Is the scope of the project such that it might reasonably be completed during the proposed leave term? Is the project too grand or limited in ambition?
2. Has the applicant demonstrated familiarity with the disciplines or spheres of endeavor the project requires? Have they had appropriate training?
3. Does the applicant have access to the resources they will need, such as archival materials, scientific instruments, software, raw materials, and so on?
4. If the project is collaborative, has the applicant established the role and responsibilities of others who are involved? Have they communicated this information?
5. If the applicant proposes multiple projects, how are they related? Is the proposal itself adequately detailed regarding the outcomes?

C. Impact

1. What products, skills, or capabilities will the project bring about? How does it benefit the applicant as a teacher, scholar, artist, or administrator?
2. In what ways does the project contribute to the university, the applicant's discipline, the Indiana community, and society at large?
3. How broadly will the project's impacts be felt? Is it likely to have a direct effect on the university's current or future students?

D. Qualifications

1. Can the applicant point to training, experience, or a body of previous work connected to the project's central concerns? If not, is there an explanation?
2. Does the applicant possess specific abilities called for by the project – language fluency, programming expertise, and so on – or can they acquire them?
3. If an applicant previously accepted sabbatical leave, did they submit a leave report? Did they carry out the related project, at least in essentials?

APPENDIX B

Proposal Evaluation Form

Members of the UWSLC use this form to record a numerical rating for each proposal. The space below each category may be used for notetaking. The criteria under consideration here are set out in Appendix A of the *Guidelines for Sabbatical Leave*.

Applicant

A. Support (25 pts.)

B. Feasibility (15 pts.)

C. Impact (45 pts.)

D. Qualifications (15 pts.)

Total: _____

APPENDIX C

The Sabbatical Leave Report

The leave report is a document that summarizes the intentions and outcomes of a sabbatical project. The reports are studied by many stakeholders and help the university understand how its resources are deployed. The structure of the report is up to the leave recipient, but the committee recommends the following components.

A. Abstract

Include an abstract, one page at most, that describes the project as initially proposed.

B. Outcomes

1. If you found it necessary to modify the project or its objectives, provide a rationale for those decisions. Modifications are common.
2. Describe the outcomes of the project. Highlight results you found unexpected or that may lead to additional work in the project area.
3. As best you can, evaluate the overall success of the project. Is there evidence your work has had the impact you intended?

C. Reflection

1. Comment on how the project has broadened your academic or professional horizons.
2. Discuss your experience of the sabbatical process as whole. If you apply for leave again, are there things you will do differently?

APPENDIX D

UWSLC Bylaws

A. The Committee

1. The committee consists of nine members elected by and from the faculty. No more than one person from each department may serve on the committee at a time.
2. A committee chairperson and secretary are elected by and from the committee. A co-chair arrangement is permitted but historically has not been employed.

B. Terms

The term of service on the committee is three years.

C. Nominations and Elections

Nominations and elections are conducted by the Nominations and Elections Committee of IUP's APSCUF chapter.

D. Vacancies

1. If a vacancy occurs, the committee will refer to the results of the last university-wide election. If there exist candidates who ran for UWSLC but were not elected, the committee will appoint whomever earned the highest number of votes.
2. If there are no such candidates, the Nominations and Elections Committee will hold a special election in order to fill the vacancy.
3. If a member of the committee decides to apply for sabbatical leave, he or she must resign from the committee for the remainder of the term.

The UWSLC approved this version of the Guidelines for Sabbatical Leave during the fall of 2025. It was revised at that time by Dr. John Levey, chairperson.