

## Regis College, Faculty Development Committee

### Sabbatical Application

---

Submit an electronic file in MS Word or PDF format to [soaughl@regis.edu](mailto:soaughl@regis.edu) & [rcdean@regis.edu](mailto:rcdean@regis.edu); and submit two printed copies to the Dean's Office (LOY 16) by **October 7\*** of the academic year preceding the proposed sabbatical.

---

As academic professionals, Regis College faculty members are committed to the pursuit of truth and the expansion of human knowledge. In order to fulfill the duties of their profession, faculty members need the means to acquire new experiences which will enrich their teaching and professional activities and to be able to dedicate uninterrupted time to research and writing. With their substantial teaching and service responsibilities, it can be difficult for Regis College faculty members to find the time to devote to deep and sustained scholarly or professional development activities during the normal course of the school year. In recognition of the importance of this activity, and in order to foster professional growth and increased competence and productivity among faculty members, Regis College provides faculty members with sabbatical leaves which allow them to engage in this work. Through sabbatical leaves, Regis College subsidizes significant research, creative work, or a program which is judged by the Faculty Development Committee to be of equivalent value (such as some other program of study, or an organized experiential program, or an exchange of responsibilities with faculty members at another four-year college or university).

-RC Faculty Handbook 6.2.1

#### **SABBATICAL APPLICATION FORMAT AND COMPONENTS**

**PART A. GENERAL INFORMATION, 1 page maximum.** Indicate the following before the Abstract:

- **Name, department, e-mail address, date, academic rank, and number of years as a ranked faculty member** (at time of application).
- **Dates, title/short description, and one-sentence description of results of last sabbatical and any leave in the past six years** for purposes of research, creative work, or something of similar professional value.
- **Title of proposed sabbatical project, proposed duration** (one semester or one year), and **semester/terms of proposed leave**.

**PART B. ABSTRACT, 1 page maximum.** Abstract that clearly summarizes Parts C-E below. (This should be understandable to a faculty member outside of the applicant's field, a "**lay-person summary**" (RC FH).

**PART C. PROJECT DESCRIPTION, 2 pages maximum.** Clear description of the project in which you will engage during your sabbatical leave including clear indication of the "**deep and sustained scholarly or professional development activities**" (RC Faculty Handbook) in which the applicant plans to engage. The description should include relevant background that **cites academic/scholarly literature or creative works** in text in a manner appropriate to the discipline and type of project, and that **supports the reasoning for the proposed project**. (If relevant and desired, figures or tables may be included, but these are included in the two-page limit.)

Given the long time-frame of application before the requested sabbatical, it is acceptable (but not required) to outline possible alternatives based on pending funding or other considerations.

**PART D. PROJECT IMPACT, 1 page maximum.** Clear description of how this project will (1) "**foster professional growth and increase [] competence and productivity**" (RC Faculty Handbook) and (2) be of "**value to Regis University**" (RC Faculty Handbook), including contributions to the Regis University mission.

---

\* If the deadline occurs on a Saturday or a Sunday, then the deadline is the immediately following Monday.

Note that the primary impact of a sabbatical should be derived from the proposed project and not from the temporary reduction in teaching and service responsibilities alone.

**PART E. QUALIFICATIONS SUMMARY, 1 page maximum.** (1) Summary of “**qualifications that the applicant may possess to pursue the proposed project**” (RC Faculty Handbook). (2) Also include a brief summary of the results of the most recently completed sabbatical in the context of how your sabbatical work “foster[ed] professional growth and increased competence and productivity.” (The discussion of prior sabbatical results is not necessary for a first sabbatical application.)

**PART F. LITERATURE CITED/REFERENCES.** List of the literature cited in the application in a consistent citation format appropriate to the faculty member’s discipline and the project. As academic or professional proposals, all proposals should cite some relevant academic literature or creative works.

**REQUIRED ADDITIONS/APPENDICES.** (No other materials besides those listed are needed and any other materials should be minimal.)

- **A Curriculum Vitae (6 pages maximum).**
- Letter of **evaluation and recommendation from Department Chairperson** which should include
  - a **departmental plan for staffing** and
  - a **general evaluation of the proposal from the perspective of the discipline of the department.**

**General & Format Considerations.** The application should be written clearly and within the page limits indicated above. Applicants are encouraged to make the sectioning clear (but are not required to use the letters or section titles) as indicated above.

**Review & Ranking Process.** Sabbatical applications are reviewed by faculty members on the Faculty Development Committee who will

- (1) reject sabbatical applications that do not meet the sabbatical criteria outlined in RC Faculty Handbook section 2.6,
- (2) use the rubric included in these application guidelines to preliminarily rank the applicant-produced materials in the submitted proposals, and
- (3) reconsider and possibly adjust ranking in light consideration and discussion of supervisor letters.

This ranking is then forwarded to the Dean by October 31\* who considers this ranking in conjunction with other considerations in making decisions about award of sabbaticals. (See RC Faculty Handbook 6.2.1.3.)

**Notification.** By the following **January 15\*** the Dean informs the applicant, the applicant’s supervisor, the chair of the Faculty Development Committee, the chair of the Committee on Rank and Tenure, and the Provost of the approval or disapproval of applications. (See RC Faculty Handbook 6.2.1.3.)

**Reporting Requirement of Sabbatical Recipients.** Sabbatical recipients must

file a detailed written report on the results of the sabbatical with the immediate academic supervisor, the Dean, the chair of the Faculty Development Committee, and the Chair of the Committee on Rank and Tenure within thirty (30) calendar days after the beginning of the semester following the sabbatical leave. By agreement with the immediate academic supervisor and notification of the Dean, such reports may be made via an advertised oral presentation open to the Regis community with a short written summary, the text used for the presentation, or a document of the compiled slides used in the presentation submitted to the recipients listed above in place of the written report. The written report or the presentation document will be placed in the academic record file. -RC Faculty Handbook 6.2.1.4.

Applicant Name \_\_\_\_\_

**SABBATICAL APPLICATION APPLICANT MATERIALS EVALUATION RUBRIC (FOR FDC RANKING)**

| <b>CRITERION</b>                                                                                                                                                                                                          | <b>Very Good</b> | <b>Good</b>                       | <b>Satisfactory</b> | <b>Needs Much Improvement</b> | <b>Absent</b>                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------|---------------------|-------------------------------|------------------------------------------|
| <b>A. General Information</b>                                                                                                                                                                                             | 2<br>(complete)  | 1<br>(mostly complete)            | ---                 |                               | 0<br>(substantially Incomplete)          |
| <b>B. Abstract</b> that clearly summarizes Parts C-E below (This should be understandable to a faculty member outside of the applicant's field.)                                                                          | 4                | 3                                 | 2                   | 1                             | 0                                        |
| C1. Proposal clearly puts project into its <b>academic, creative, and/or professional context</b> (background).                                                                                                           | 8 or 7           | 6 or 5                            | 4 or 3              | 2 or 1                        | 0                                        |
| C2. Proposed project demonstrates <b>"deep and sustained scholarly or professional development activities."</b>                                                                                                           | 8 or 7           | 6 or 5                            | 4 or 3              | 2 or 1                        | 0                                        |
| D1. Proposed project <b>"foster[s] professional growth and increases competence and productivity."</b>                                                                                                                    | 8 or 7           | 6 or 5                            | 4 or 3              | 2 or 1                        | 0                                        |
| D2. Proposed project is of <b>"value to Regis University,"</b> including alignment with the Regis University mission.                                                                                                     | 4                | 3                                 | 2                   | 1                             | 0                                        |
| E1. Qual. Summary & CV. Clearly outlines <b>"qualifications that the applicant may possess to pursue the proposed project."</b>                                                                                           | 4                | 3                                 | 2                   | 1                             | 0                                        |
| E2. <b>Outcome of last Sabbatical.</b> Generally met goals of last sabbatical. (For first sabbatical, based solely on Qualifications summary.)                                                                            | 4                | 3                                 | 2                   | 1                             | 0                                        |
| <b>F. Literature Cited &amp; Format.</b> Follows guidelines and formatted appropriately. (Formatting does not require use of lettered sectioning, but requires inclusion of requested content and following page limits.) | 4                | 3<br>(mostly followed guidelines) | ---                 | ---                           | 0<br>(or no literature cited/references) |
| Application is <b>well written and clearly constructed.</b>                                                                                                                                                               | 4                | 3                                 | 2                   | 1                             | 0                                        |

Total Points \_\_\_\_\_

(Regardless of ranking, the Subcommittee also may keep a proposal from moving forward for justifiable concerns about safety, academic integrity, or other considerations of similar scale.)