

TRANSMITTAL

DATE: April 7, 2016
TO: Full-time Faculty
FROM: Matt Baker, Provost and Dean of the Faculty
RE: New Sabbatical Cover Sheet/Application and Clarifying Sabbatical Application Language

The PhilaU Sabbatical program, as described in the Faculty Manual, is one component of the University's faculty development initiatives. I am pleased that we made progress this year by increasing the number of one-semester sabbaticals available to eligible faculty. I would like this process to be transparent for the benefit of mid- and advanced-career faculty. And, in that spirit, I have made the following administrative updates.

First, in reviewing the applications this year, it seemed that the application format and contents might be better described for applicants. Therefore, I would like a cover sheet containing standard Applicant Information and a standard Sabbatical Application. These two things will be helpful to both the Applicants and senior-faculty and administrative reviewers. The Provost's Office and the UPC worked on these two documents, which are attached them for your information. They will be posted to the Provost's Office web page in July when the number of sabbaticals are announced for 2017-18.

And second, I wish to update Section 34.1.2 "Eligibility" within Section 34.1 "University Sabbatical Leave" of the Faculty Manual as follows:

Tenured and Practice faculty, who are in their 7th year of full-time service at Philadelphia University, are eligible to apply in their 7th year for an initial sabbatical leave, which if approved would occur no sooner than their 8th year of full-time service.

This revision synchs the sabbatical application with the tenure and long-term contract process, in a way that I think is more of an industry standard.

I look forward to discussing this with you at the April 19th faculty meeting.



PHILADELPHIA UNIVERSITY

Sabbatical Application Applicant Cover Sheet

Per the Faculty Manual, sabbatical leaves support faculty who will engage in scholarly study, research, writing, appropriate professional practice, and/or other activities which will contribute to the advancement of knowledge and/or the professional development of the faculty member in ways that support the University and its students.

The University offers a limited number of sabbatical leaves annually, depending upon available financial resources for replacing faculty on leave. The number of available sabbatical leaves is determined by the Provost and the President. The Provost announces to the University community in July the number of sabbaticals available in the following academic year.

Faculty Applicant's name		Requested Sabbatical Leave (Fall, Spring or AY)		
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Hire Date	Tenure/LT Contract Date	Academic Year/s of previous Sabbaticals	Academic Year/s of other Professional Leaves	Leave Reports submitted (Y/N)
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Title of Research/Practice Proposal	
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Total non-instructional cost of Sabbatical activities, e.g. travel, lodging, etc.	Funding Source/s

Have you discussed your Sabbatical plans with your Academic and/or Executive Dean?
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I understand the requirements of program as described in Section 34 of the Faculty Manual.

Signature	Date
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Sabbatical Application Format and Contents

1. Non-technical summary of proposal Sabbatical activities. (250 word maximum)

The summary should be understandable to faculty and administrators who may have a general knowledge of the field but are not specialists.

2. Project description. (2 page maximum)

Narrative describing background; project significance, goals, and methodology; expected outcomes and deliverables and the evaluation plan relative to the Sabbatical Program goals; and the plan for disseminating deliverables.

3. Timeline. (1 page maximum)

Description of how the Sabbatical leave will advance the project during the time requested.

4. Impact Statement. (1 page maximum)

Sabbatical leaves should contribute to the advancement of knowledge and/or the professional development of the faculty applicant in ways that support the University and benefit student learning and experiences.

5. Abridged CV. (2 page maximum)

The CV should emphasize special qualifications, training, publications, awards, grants, and other data related to the proposed Sabbatical project.

6. Supporting materials.

- If the applicant has a contract with a publisher, include a copy of the letter of commitment or contract.
- If the applicant is working toward a major grant submission, include the abstract.
- If the application is applying for a sponsored leave of absence, s/he should include the information about the sponsorship opportunity and describe whether s/he will still want the University Sabbatical if the external application is not funded or not funded in its entirety.
- If the applicant is applying for a two-semester sabbatical, but is only granted a one-semester sabbatical, indicate if applicant will accept a one-semester award.

Evaluative Considerations:

- Reasonable scope of work for timeline
- Student Impact
- University Impact
- Benefit to the discipline
- Potential for publication or other types of dissemination, and/or future external funding