



Sabbatical Proposal Unit Head Responsibilities

By September 1, applicants for a sabbatical leave shall electronically submit a completed proposal including all attachments via the sabbatical website. This completed proposal will then move through the review process.

When an applicant submits a sabbatical leave proposal, the Unit Head will receive an automated e-mail that indicates a proposal is ready for unit review. It is the Unit Head's responsibility to ensure that there is a unit-level review of each proposal and to submit the results of each to the sabbatical website. The web-based sabbatical site will allow Unit Heads to share a common login and password with department faculty so all are able to view or download proposals for review and discussion. The Office of the Provost will send this login information by the first day of fall classes.

No later than September 30, the unit is to discuss each sabbatical leave proposal and decide whether to recommend it to the College sabbatical review committee.

Objectives and Criteria – At each level of review, the proposals shall be evaluated with reference to the objectives and criteria found in the *Administrative Manual* (Chapter 4, Section 2.30.4):

Objectives – The proposal shall conform to one or more of the objectives listed below:

- Promise of a significant contribution to a new or existing subject under study or problem undertaken
- Expansion of skills or application of research that deepens or extends the applicant's professional capabilities
- Development of new capabilities for teaching through research or creative endeavors
- A planned effort to retrain professionally, in a manner appropriate to the applicant's discipline and the unit's and university's needs

Criteria and Format – The sabbatical request must address the following:

- A descriptive title for the project
- Conceptual focus
- Background and significance of project
- Relevant preparation
- Project plan
- Timeline
- Benefit to one's own or other units
- Proposal not to exceed ten (10) pages
- Prior sabbatical report must be submitted (if applicable)
- A condensed Curriculum Vitae (not to exceed 5 pages)

Amendments to a sabbatical proposal – In its review, the unit may identify issues that are to be addressed, and request that the applicant make changes to the proposal.

In this case, the Unit Head must login to the sabbatical system using their individual login and password to request an “Amendment” to the proposal in the ‘Submit Decision’ box. This returns the proposal to the applicant for additional edits. When edits are complete, the applicant must resubmit the proposal for additional unit review and recommendation.

Unit Recommendation - The unit discussion must be complete and recommendation submitted via the sabbatical website **no later than 11:59 p.m. on September 30**. The Unit Head must provide a summary of the unit’s discussion including justification for the unit’s recommendation with vote results, in addition to verification that requested amendments have been made (See *Administrative Manual*, Chapter 4, Section 2.30.4.E.11).

The Unit Head must login to the sabbatical system using their individual login and password and enter the unit’s recommendation in the ‘Submit Decision’ box (approve, deny) along with the summary of the unit’s discussion. A PDF document may be uploaded to the system.

Once a decision is entered at the unit level, no further modifications can be made to a sabbatical proposal.

If you have questions about the sabbatical process, contact Mary Albrecht in the Office of the Provost.

If you have questions about sabbatical content, contact Robert Smart in the Center of Scholarly and Creative Excellence.