

**Slippery Rock University**

**Policies and Procedures  
for Faculty Sabbatical Leave of Absence**

Revised 2024

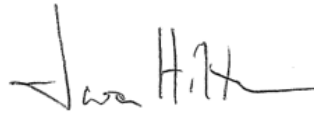
Sabbatical Leave of Absence Revision Committee

Dr. Michelle Amodei, Vice President, SRU APSCUF, Professor of Education  
Dr. Patrick Burkhart, Professor of Geography, Geology and the Environment  
Ms. Mary Hennessey, Assistant to the Provost  
Dr. Christine Karshin, Dean, College of Health Professions  
Dr. Lawrence Shao, Dean, College of Business  
Dr. Jodi Sindlinger, Assistant Professor of Education

Approval date: October 14, 2024



Dr. Michael Zieg  
Provost



Dr. Jason Hilton  
SRU-APSCUF  
Chapter President

This is an Administrative Guide for the sabbatical leave of absence process. If there is conflict between this guide and the Collective Bargaining Agreement (CBA), the CBA will apply. See Article 18 of the CBA: Leaves of Absence [NB: *References CBA July 1, 2019-June 30, 2023*]

## Table of Contents

General procedures and timeline for Sabbatical Leave of Absence Review . . . . .	3
Suggestions to the applicant for writing the sabbatical leave proposal and post-sabbatical report . . . . .	5
<b>Planning for your sabbatical . . . . .</b>	<b>5</b>
<b>Proposal content . . . . .</b>	<b>5</b>
<b>Recommended topics for your sabbatical proposal: . . . . .</b>	<b>5</b>
<b>Changes to sabbatical proposals . . . . .</b>	<b>6</b>
<b>When the department chair applies for sabbatical . . . . .</b>	<b>7</b>
<b>Guidelines for the post-sabbatical report . . . . .</b>	<b>7</b>
Department Sabbatical Committee’s Procedures . . . . .	9
Department Chair’s Procedures . . . . .	10
University-wide Tenure and Sabbatical (UWTS) Committee procedures for processing applications	11
<b>UWTS rubric. Maximum proposal score for any applicant is 100. . . . .</b>	<b>12</b>
University President/Designee’s Procedures . . . . .	13
Dean/Associate Provost/Manager Procedures for Post-Sabbatical Report Review . . . . .	14
Appendix A: Application for Sabbatical Leave Cover Sheet . . . . .	15
Appendix B: Sabbatical Application Template . . . . .	17
Appendix C: Department Sabbatical Committee Report . . . . .	18
Appendix D: Department Chair Sabbatical Evaluation Report . . . . .	19
Appendix E: Suggested Post-Sabbatical Report Template . . . . .	20
Appendix F: Faculty Sabbatical FAQ . . . . .	21

### Slippery Rock University Sabbatical Vision:

*Sabbatical is a meaningful benefit of service to the university, which intends to support high-quality instruction for students, as it provides faculty with the opportunity to acquire the latest disciplinary knowledge, novel pedagogy, etc. Faculty often find that the fulfillment of professional responsibilities, while engaging in service, scholarship, and professional development at an array of levels, are quite consuming. In response, a sabbatical becomes a time when endeavors, such as scholarly growth, professional development, or other dimensions of faculty expertise, can be prioritized as the focus of one’s efforts. The University benefits when an invigorated faculty returns with renewed energy, acquired insights, and the determination to share their development with our university community.*

## General procedures and timeline for Sabbatical Leave of Absence Review

The following points are based on or supplement the Collective Bargaining Agreement between PASSHE and APSCUF (2019-2023 version).

1. Sabbatical application forms are in the appendix of the local policy, available on the SRU Faculty Resources webpage in the faculty milestones accordion.
2. Sabbatical proposals are submitted through the digital portfolio product according to the dates below. Sabbatical materials should be submitted in one bookmarked PDF.

DATE	ACTOR(S)	ACTION	RECIPIENT OF ACTION
By 1 February	President/Designee via Office of Human Resources	Inform the UWTS Committee of the faculty complement number and the target for sabbatical awards	University-wide Tenure and Sabbatical (UWTS) Committee
By 1 March	UWTS and University President/Designee	Meet to review criteria and guidelines and confirm target number of sabbatical awards	
By 1 March	Sabbatical Applicant	Submits completed application and supporting documents in a bookmarked PDF through the faculty portfolio software.	Department Sabbatical Committee
By 1 April	Department Committee	Submits eligibility verification and written recommendation using appropriate template	Department Chair/proxy
By 1 April	Department Chair/proxy	Submits written recommendation and request for faculty replacement using appropriate template	UWTS Committee and University President/Designee
By 1 May	UWTS Committee	Emails or provides ranked list of recommended sabbatical applicants	University President/Designee
By 15 September	University President/Designee	Notifies in writing and offer to consult about differences between the UWTS recommendation and the President's final decision	UWTS Chair
By 10 October	University President	Announces final decisions	Applicants
At least two weeks before the post-sabbatical report due date	Faculty Member	Submits post-sabbatical report draft to faculty portfolio software dean/associate provost/manager for review. Revises report based on recommendations	Dean/associate provost/manager

By 30 days after the start of next regular semester	Faculty member	Submits final, reviewed post-sabbatical report through faculty portfolio software	President/designee Dean Department chair UWTS
---	----------------	---	--

3. Faculty are eligible for a sabbatical leave of absence when they have completed at least seven years in the PASSHE system with at least five years at Slippery Rock University. Note that Faculty Members retrenched from another PASSHE institution and appointed by SRU must complete five years at SRU before being considered for a sabbatical leave.
4. If a faculty member is granted a sabbatical leave during the summer periods, the faculty member shall receive five bi-weekly checks for each of the two summer periods. A faculty member granted such a sabbatical leave shall not be eligible for a summer school contract. Further, faculty with fall and/or spring sabbaticals are not eligible for winter contracts.
5. No faculty member who resigns or who is retrenched, terminated, or for any other reason leaves employment with the State System/Universities shall be entitled to request or be considered for the grant of a sabbatical leave. However, a faculty member on sabbatical leave may receive a notice of retrenchment.
6. An applicant may, but is not required to, request an appearance before the University-wide Tenure and Sabbatical (UWTS) Committee in support of his/her application. The UWTS Committee will provide instructions to all applicants about arranging a meeting.
7. Each department will constitute a Department Sabbatical Committee for sabbatical leaves with at least three members in accordance with the CBA guidance on committee structure. Sabbatical applicants or family members will not serve on the committee. Committee tasks are described in the Department Sabbatical Committee Procedures section, which includes a report template.
8. The Department Chairperson will address the categories listed in the Department Chairperson's Procedures section using the report template. In particular, the Chair will describe the potential effect of each sabbatical on department operation. When the Department Chair is an applicant, the department will appoint a proxy Chair who will write the sabbatical recommendations for all applicants.
9. The University-wide Tenure and Sabbatical Committee will:
  - a. Review guidelines and criteria with the President/Designee before reviewing proposals;
  - b. Review the maximum number of sabbaticals available (Art. 18) with the President/Designee, using the FTE faculty as employed on October 1;
  - c. Evaluate the merits of each proposal using the committee's rubric which can be found in the UWTS procedures section;
  - d. Select and rank the proposals to be recommended in priority order.
10. No reviewing body/person will employ criteria in the evaluation process that are in addition to or that conflict with the criteria set forth in this document or the CBA.
11. If the President/Designee's final decisions differ from the recommendations made by the University-wide Tenure and Sabbatical Committee, the UWTS Chair will be consulted before announcement of the final decision(s).
12. Determination of faculty replacements for sabbaticals will be made by the Administration.
13. All recommendations pertaining to sabbatical leave applicants will be maintained in their respective personnel files and will be available for review after the granted leave is announced.
14. Within 30 days after the start of the first regular semester following the sabbatical leave, Faculty Members will submit a comprehensive written analysis of their experience, including the extent to which the proposed objectives of the leave were achieved. The written report will be submitted in the portfolio management software at least two weeks before the 30-day deadline, and will be reviewed by the dean/associate provost/manager before further distribution. Information about the

post-sabbatical report is in the Suggestions to the Applicant for Writing the Sabbatical Leave Proposal and Post-Sabbatical Report section, and a recommended report template is in the appendix.

15. Faculty Members awarded a sabbatical agree to return to their positions for a year after their leave of absence.
16. If, upon request from a faculty member, the President deems it necessary to grant a sabbatical leave for a restoration of health after the sabbatical leaves have been announced for a given year, the leave for restoration of health will be counted as one of the next succeeding year's leaves.
17. Faculty who are given a sabbatical for restoration of health are not held to general procedures regarding sabbatical applications or post-sabbatical reports.

## **Suggestions to the applicant for writing the sabbatical leave proposal and post-sabbatical report**

**Planning for your sabbatical:** As you think about your sabbatical plans, you should discuss them as early as possible with your department chairperson. A sabbatical is an individual benefit, but since you are also part of a team, your leave can have important implications for your department. In addition to speaking with your chairperson, you may want to confer with other colleagues in your department or from around campus about strategies for developing a strong project. Your colleagues may be able to help you plan for a successful experience and avoid potential pitfalls. The APSCUF Mentoring Committee is also a resource.

**Proposal content:** Refer to the sabbatical proposal application template and cover sheet in the appendix. Sabbatical proposals must be complete, explain the plan, procedures, and anticipated benefits of your proposed leave, and include appropriate supporting documentation. Why are you requesting the particular time period for your sabbatical? Will your project be completed during the sabbatical leave or, if not, do you have definite plans for follow-up work after your leave is completed? What arrangements are underway for publications, performances, exhibitions, or other application of your sabbatical product?

**Recommended topics for your sabbatical proposal:** Address the following areas as appropriate and include a general timeline for your project development. UWTS will expect you to address: (1) expected benefit to the university community; (2) expected professional growth; and (3) expected personal growth.

- A. Advanced graduate study which is part of a degree program
  1. Official transcript of graduate work completed to date.
  2. The degree that you are pursuing, including the major and the cognate areas of your program.
  3. Details concerning the specific courses and educational activities that you plan to complete and how they will improve your competence in your discipline.
  4. A letter from your graduate advisor appraising your remaining work products and the likely length of time needed to complete your degree.
  5. Explanation of how the leave will improve your teaching and service to SRU.
- B. Advanced study which does not lead to a degree

1. Description of the advanced study including the benefit to you and to SRU.
  2. Explanation of how the study project will require the full amount of your requested leave.
  3. Evidence that a sponsoring university/organization will provide access to their facilities as applicable.
- C. Continuing scholarly growth including research, publication, exhibition, or performance
1. A detailed outline of your proposed scholarly project.
  2. Copies of your communications with publishers or agencies concerning publications, exhibits, or performances.
  3. List of previous contributions you have made in the project area
- D. Travel
1. A detailed outline of your itinerary with schedule of dates
  2. Alignment of the proposed travel with your pedagogical development.
  3. Relationship between your travel to your research/performances/exhibits and your professional responsibilities at SRU
  4. Note that international travel should be reviewed with the Office of Global Engagement. Export control policies (including your ability to take your laptop or other technology with you) may apply.
- E. Restoration of health
1. Sabbaticals for restoration of health count toward the annual sabbatical allocation as explained in CBA Article 18
  2. Required documentation is submitted to Human Resources and not through the faculty portfolio software. Private or personal medical information should be submitted only to Human Resources.
- F. Other appropriate sabbatical purposes
1. Sufficient detail to justify your request, modeled after the items above

**Changes to sabbatical proposals:** Sometimes a faculty member must make changes to their sabbatical proposal after submission for reasons such as changes to travel dates, needed adjustment to topics or research areas, or to meet departmental needs.

- A. Substantive changes
1. Examples of substantive changes: revision or change of topic or focus.
  2. Initiate discussion of the change with your Department Chairperson.
  3. The faculty member must write an update to explain the nature of the change, the need for the change, and its effect on the sabbatical timeline. The explanation will be shared by the faculty member via email with the groups listed in item 4.
  4. The change must be reviewed by the department committee, Department Chair, the University-wide Tenure and Sabbatical Committee, and the President/Designee. The change is not approved until the faculty member receives written approval from the President/Designee.

B. Minor changes

1. Examples of minor changes: change of location or timeline.
2. Initiate discussion of the change with your Department Chairperson.
3. Notify UWTS and President/Designee in writing of minor changes, including the reason for the changes and the effect on the sabbatical timeline.

C. Changes during an active sabbatical leave (while the sabbatical is underway)

1. Inform Department Chair in writing of the change, including reason and solution.
2. Address the change in your post-sabbatical report.

**When the department chair applies for sabbatical:** The department must identify a proxy chair who will write the chair letters for all department sabbatical applicants. The proxy chair must be communicated to the Office of the Provost.

If awarded a sabbatical, the department chair must step down before the beginning of their leave. In the previous semester, the department will hold a special election to elect a replacement chair. Instructions for holding a special department chair election can be found on the [Faculty Resources webpage](#). Once elected the replacement chair remains chair until the next Triannual Department Chair Election or until they choose to step down.

**Guidelines for the post-sabbatical report:** The post-sabbatical report is meant to be a review of the project for which the University has given you paid leave. The President, Provost, Dean, and Department Chair, among others, will have access to your report. You may consider sharing a post-report draft to a colleague or your Department Chair for feedback before your submission. You must submit your report and a copy of your proposal to your dean through the portfolio management software. Your dean will provide feedback that you should address before submitting your final report.

Note that if you have a product from your sabbatical such as but not limited to a book, performance, or exhibit, you must also submit a post-sabbatical report as described.

You should consider your report as the way to analyze and support your use of your sabbatical leave, presenting a clear picture of your project's focus. There should be connections between the report and the original sabbatical leave proposal so the reader can easily see what you planned to accomplish and what you did accomplish. Use the report as a chance to describe any extenuating circumstances that affected your progress, and explain specific outcomes that otherwise might not be clear to the reviewers. If you confronted roadblocks, explain why and how you developed an alternate direction for your work.

You should write your analysis to communicate with readers outside of your field, helping them to understand the significance of the work to your specialty. Your report should help readers to appreciate your accomplishments by explaining the significance or impact of your work. Why did you pick these activities and how and why is the work important to the University and to the profession? Provide readers with some background about the significance of your professional or research accomplishments during your sabbatical leave. You should indicate, as appropriate, the rigor involved throughout your project.

Effective post-sabbatical reports tend to fall in the 5- to 10-page range. Those that are shorter tend to struggle to provide enough context to analyze experiences and outcomes, while those that are longer tend to cause key report elements to become lost in the quantity of what is written. Reports should use correct, complete grammar and consistent formatting such as font size.

Your report should cover these sections using the template in the appendix.

- Overview of your project
- Description of activities related to your project that you completed during your sabbatical
- Analysis of your outcome. What was your accomplishment? If you did not complete your objectives, what is your plan to do so? Do you have plans to continue your research?
- How has your sabbatical affected your professional growth and development? How might it affect your role in the classroom or your University roles outside the classroom? What benefits are you bringing to your students and your colleagues? How has your sabbatical leave helped the forward trajectory of your career?

Provide a draft of your report through the portfolio software to your dean/associate provost/manager at least two weeks before the report deadline. Your dean/associate provost/manager will make recommendations to help you completely address the necessary components of your report. You will submit your final report through the faculty portfolio software.



## **Department Sabbatical Committee's Procedures for Review of Faculty Applications for Sabbatical Leave**

The Department Sabbatical Committee shall carry out its functions in the review of Faculty applications for sabbatical leave with proper regard for the rights of Faculty to both substantive and procedural due process.

Each department shall select a committee with at least three members, including one committee chair, to assist in the evaluation function. See Article 12 for procedures. No Faculty Member shall serve on their own evaluation committee or as a member of the Department Sabbatical Committee for a member of their immediate family or person residing in the same household as the Faculty Member. The department committee shall not include the Department Chairperson, who serves in a separate capacity in sabbatical review.

The Department Sabbatical Committee will verify that all required materials are included in the application before submitting its evaluation to the next level for review. If the application is deemed incomplete, the Department Sabbatical Committee Chairperson will notify the Faculty Member and provide instructions on how to address missing information.

In addition, the Committee will:

1. Verify that the applicant meets the years of teaching experience/professional duties in PASSHE (seven years minimum) and at Slippery Rock University (five years minimum, including retrenches) for sabbatical leave eligibility;
2. Verify years since last sabbatical;
3. Verify years of credited service;
4. Write an evaluative statement for each proposal using the report template in the appendix. The Committee may give a rank to an individual application in the faculty portfolio software comment section.

Confirmation that the applicant is eligible for a sabbatical based on years of service and years since the last sabbatical will be made through the faculty portfolio software and should be added in the committee's evaluation letter.

The Department Sabbatical Committee shall provide the Faculty Member with a reasonable opportunity to discuss their evaluation.

## **Department Chair's Procedures for Sabbatical Leave of Absence Review**

The Department Chairperson shall carry out their function in the sabbatical leave of absence review process with proper regard for the rights of faculty to both substantive and procedural due process.

In the early fall semester, the Department Chairperson should identify which Faculty Members plan to apply for sabbatical so the names can be communicated to the Office of the Provost. The Chairperson should begin planning recommendations for their Dean who is responsible for managing how to address possible effects on the department and student progress.

No Department Chairperson shall provide a Chairperson evaluation of themselves or an evaluation of a member of their immediate family or a person residing in their household (Article 12). The faculty member who serves as proxy chairperson by writing the recommendation letter will also write recommendations for other departmental applicants.

The Department Chairperson will review the faculty member's sabbatical package. If any required materials are missing, the Department Chairperson may notify the Faculty Member and provide instructions on how to address missing information. Once the application is complete, the Department Chairperson will review it and write a recommendation letter using the template in the appendix which will clearly indicate whether they support the application and the effect of the leave on the department, including the need for replacements. The Department Chairperson shall provide the Faculty Member with a reasonable opportunity to discuss the recommendation. After the leave is complete, the Department Chairperson may be asked to review a draft of the post-sabbatical report before its formal review by the dean. The Chairperson will also receive a final copy of the report through the faculty portfolio software, and should consider ways to help the faculty member share the report or sabbatical outcomes with the department.

## **University-wide Tenure and Sabbatical (UWTS) Committee procedures for processing applications**

### **Committee timeline:**

The UWTS shall carry out their function in the sabbatical leave of absence review process with proper regard for the rights of faculty to both substantive and procedural due process.

After deliberation, the UWTS will provide a written, ranked list of sabbatical applicants to the President/Designee.

Process dates for UWTS:

- February 1: UWTS is informed by the President/Designee, usually through the Office of Human Resources, of the full-time equivalent faculty complement as of the preceding October 1, and the corresponding maximum sabbatical awards.
- March 1: The UWTS meets with the President/Designee to review criteria and guidelines and confirm the target number of sabbatical awards.
- April 1: The UWTS and President/Designee get access to the applications in the faculty portfolio software from the Department Chair/Proxy.
- May 1: UWTS provides written, ranked list of sabbatical applicants to the President/Designee.
- September 15: UWTS Chair consults with President/Designee about differences between the UWTS ranking and the final decisions before decisions are released by September 15.

### **Committee processes:**

The UWTS should have an initial meeting to discuss rubrics, any operational definitions, and levels of expectations for each rubric area to promote continuity in review outcomes. This meeting should occur before application review begins.

### **Proposal Points**

1. Each committee member will read all the proposals and identify completed proposals.
2. The committee will meet to discuss the merits of each proposal.
3. Each member will provide a signed, evaluative rating for each sabbatical proposal, awarding points on a scale of 0-80 based on the applicant's demonstration of:
  - a. expected benefit to the university community
  - b. expected professional growth
  - c. expected personal growth
4. The proposal scores from each committee member will be averaged by applicant. When there are disparities in individual ratings of more than 20 points from the average number of points assigned a given proposal, the disparity will be resolved by discussion and action of the entire committee.

- The maximum score for a proposal is 80.

**Seniority Points**

- The applicant will be awarded one (1) point for each year of service.
- Applicants who have been granted prior sabbatical leaves will have seven (7) points subtracted from the total seniority points for each semester of full pay or its equivalent.
- Applicants who have been granted prior leaves without pay will have one-half (1/2) point subtracted from the total seniority points for each semester of leave without pay or its equivalent.
- The maximum seniority points for any applicant is twenty (20).

**Proposal scores: calculating total points and ranking the proposals**

- Final scores will be the sum of the proposal score and the net seniority score.
- Completed proposals will be ranked according to the final score with 7% of the faculty complement receiving the committee’s recommendation for the sabbatical leave award. All proposals will be forwarded to the President as ranked, without specific proposal scores.
- In case of a ranking tie, the applicant with the higher seniority will be awarded the higher rank. In the event the tied applicants have equal seniority, ranking will be decided by drawing lots.
- Proposals deemed incomplete will be listed alphabetically in a separate section in the committee memo to the President/Designee.
- The maximum proposal score for any applicant is 100.

**Replacements for sabbatical leave**

UWTS does not determine the effect of the sabbatical on the department regarding replacements or overload. Replacement decisions rest with the Administration.

<b>UWTS rubric. Maximum proposal score for any applicant is 100.</b>						
<b>Sabbatical Applicant Name</b>	<b>Expected benefit to the university community</b>	<b>Expected professional growth</b>	<b>Expected personal growth</b>	<b>Rating Points 0-80</b>	<b>Seniority Points Max of 20</b>	<b>Total</b>

## **University President/Designee's Procedures for Sabbatical Leave of Absence Review**

The President/Designee shall carry out their function in the sabbatical leave of absence review process with proper regard for the rights of faculty to both substantive and procedural due process.

The President/Designee will receive a written, ranked list from the UWTS Chair for review. The President/Designee may review individual applications available in the faculty portfolio software after the University-wide Tenure and Sabbatical Committee review, which includes faculty materials, Department Sabbatical Committee recommendation, and Department Chair recommendation.

The President/Designee will receive post-sabbatical summary reports from each Faculty Member within 30 days after the start of the first regular semester after the sabbatical leave, as required by local policy. The report will be reviewed by the faculty member's dean before submission.

### Process dates for University President/Designee:

- February 1: The President/Designee, usually through the Office of Human Resources, will inform the UWTS of the full-time equivalent faculty complement as of the preceding October 1, and the corresponding target for sabbatical awards.
- March 1: The President/Designee meets with UWTS to review criteria and guidelines and confirm the target number of sabbatical awards.
- April 1: University President/Designee gets review access to Faculty proposals in the Faculty portfolio software.
- September 15: The President/Designee notifies the UWTS Chair in writing about differences between the UWTS ranked recommendations and the President/Designee's final decisions, and consults with the committee when requested.
- October 10: The President announces final decisions to applicants.

## **Dean/Associate Provost/Manager Procedures for Post-Sabbatical Report Review**

The Dean/Associate Provost/Manager will receive the faculty member's report draft two weeks before the final report due date. The dean/associate provost/manager will review the faculty member's post-sabbatical report in the faculty portfolio software and make recommendations based on the template available in the appendix so that the faculty member can make revisions and submit the final document by the due date.

## Appendix A: Application for Sabbatical Leave Cover Sheet

Name of Applicant: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Appointment in Position: \_\_\_\_\_

### Dates of Proposed Sabbatical Leave

One semester (18 weeks) with full pay	Indicate your term preference:  <input type="checkbox"/> 1 full academic semester OR <input type="checkbox"/> 2 summers (5 bi-weekly checks each summer)  Specify terms and years:
Two semesters (36 weeks) with half pay	Indicate your term preference with half-pay:  <input type="checkbox"/> 2 terms half-pay: 2 academic semesters OR <input type="checkbox"/> 3 terms half-pay: 1 academic semester and 2 summers OR <input type="checkbox"/> 4 summers  Specify terms and years:
Two semesters (36 weeks) with full pay	Indicate your term preference with full pay:  <input type="checkbox"/> 2 terms full-pay: 2 academic semesters OR <input type="checkbox"/> 3 terms full-pay: 1 academic semester plus 2 summers OR <input type="checkbox"/> 4 terms full-pay: 4 summers  Specify terms and years:

Purpose(s) for which the sabbatical leave of absence is requested:

- Study/Research
- Travel
- Restoration of Health (documents are submitted directly to Human Resources)
- Other appropriate reason \_\_\_\_\_

Eligibility at time of sabbatical

PASSHE first year of service: Click or tap to enter a date.

Slippery Rock first year of service: Click or tap to enter a date.

# of semesters full-time: \_\_\_\_\_PASSHE (including SRU) \_\_\_\_\_SRU only

# of semesters part-time: \_\_\_\_\_PASSHE (including SRU) \_\_\_\_\_SRU only

# of semesters leave without pay: \_\_\_\_\_PASSHE (including SRU) \_\_\_\_\_SRU only

Date(s) of prior Sabbatical Leave(s): \_\_\_\_\_

Sabbatical leaves are approved for eligible faculty on the basis of the merit of the proposal submitted with the sabbatical leave application. Any variation(s) in the proposal that *substantially affect the content and/or outcomes* after approval authorization has been granted will necessitate that an updated proposal be submitted with a copy of the original proposal to be re-evaluated by the University-wide Tenure and Sabbatical Committee and the University President/Designee. Additionally, the applicant is responsible for notifying their dean, department chairperson and the department sabbatical committee of the changes. For *minor changes* in the design or timing of the project, please submit a letter describing the modifications to the University President/Designee, the University-wide Tenure and Sabbatical Committee, the dean, and the department chair. The University President/Designee will respond to your request.

Signature

If I am granted a sabbatical leave, I will return to Slippery Rock University for at least one year upon completion of my sabbatical.

Within 30 days after the start of the first regular semester after completion of my sabbatical, I agree to submit a comprehensive written report analyzing the results of my sabbatical leave. My dean/associate provost/manager will review and make recommendations on my report draft through the faculty portfolio software, which I will address before final submission. A performance, exhibit, or book may supplement but does not replace the written report.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



All application materials must be submitted through the faculty portfolio software by 11:59pm on the application due date.

Signatures of reviewing entities are captured in the faculty portfolio software.

Questions should be directed to your Department Chair, Dean/associate provost/manager, or the University-wide Tenure and Sabbatical Committee Chair.

## **Appendix B: Sabbatical Application Template**

**Name:** Click or tap here to enter text.

**Department and College:** Click or tap here to enter text.

**Requested dates of sabbatical leave:** Click or tap here to enter text.

**Title and background:** *List working title for your sabbatical project. How did you choose this project? Assess the need for this work.*

**Plan and objectives:** *Describe your project and planned activities. List the objectives for your project. What do you hope to accomplish? How will you go about meeting your objectives? If this work is related to previous research for you, please describe that research and how this project extends it. Are you collaborating with others? If so, what is the nature of that collaboration?*

**Anticipated benefits of your proposed sabbatical leave:** *Explain how your project will improve your teaching, service, and/or scholarship and professional development, particularly as related to your work at SRU. If you are a teaching faculty member, how can you use your project to develop your pedagogical approach? How will your project help you develop new approaches to your professional responsibilities? What arrangements are underway for publications, performances, exhibitions, or other application of your sabbatical product? What personal growth may occur?*

**Timeline:** *Explain your timeline and why your project needs to be completed at this time (e.g., because of a partnership with an outside agency). Describe how your project will use the full amount of your requested leave. If your project cannot be or is not completed during your sabbatical leave, what are your plans for follow-up work after your leave is completed?*

**Work product:** *Describe the work product you will have at the end of your sabbatical leave, which may be a report, manuscript, performance, artwork, book, certification, degree completion, or other outcome. How will you share that product with your SRU colleagues?*

**Included attachments:** *List proposal attachments. Possible attachments depend on the nature and content of your proposal, but may include a detailed timeline, academic transcripts, course plans and advisor support for continued study, recommendation letters from field colleagues or partnership agencies, book or manuscript acceptance letters, book or manuscript outline, exhibit or performance contracts, agency support letters, travel itinerary and schedule, reference list or anticipated bibliography.*

## **Appendix C: Department Sabbatical Committee Report**

**Department:** Click or tap here to enter text.

**Committee members with chair indicated:** Click or tap here to enter text.

**Applicant:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Verification of applicant's years of service in PASSHE, years of service at Slippery Rock University, and previous sabbatical dates.** *Verify that the faculty member is eligible for a sabbatical for the requested time periods.*

**Summary Proposed Projects and committee review:** *Provide a summary of the sabbatical project. Does the proposal present sufficient detail to understand the project and anticipated outcomes? Does the faculty member have sufficient background and qualifications to complete the project?*

**Response to Timeline:** *Can the project be completed or significant progress made toward completion in the projected timeline?*

**Recommendation:** *What is the value of the project? If appropriate, indicate the project benefit to SRU student education and classroom outcomes. Does the committee support the award of a sabbatical for the time requested?*

**Ranking of Application:** *What is the ranking of this candidate's sabbatical application compared to others from the department?*

## Appendix D: Department Chair Sabbatical Evaluation Report

**Department:** Click or tap here to enter text.

**Department Chair:** Click or tap here to enter text.

**Applicant name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Summary Proposed Projects and committee review:** *Summarize proposed sabbatical and outcomes. How does the project align with the faculty member's research plans and usual course array? Does the proposal present sufficient detail to understand the project and anticipated outcomes? Does the faculty member have sufficient background and qualifications to complete the project?*

**Response to Timeline:** *Can the project be completed or significant progress made toward completion in the projected timeline?*

**Recommendation:** *What is the value of the project? If appropriate, indicate the project benefit to SRU student education and classroom outcomes. Do you support the award of a sabbatical for the time requested?*

**Ranking of Application:** *What is the ranking of this candidate's sabbatical application compared to others from the department? Does the chair provide a rank for the dept applicants?*

**Recommendations for faculty replacement:** *Describe what recommendations will be made to the Dean as to how the faculty member's workload can best be covered during their sabbatical. E.g., through overloads, schedule modifications, or temporary lines. If temporary lines are requested, indicate % of FTE. Replacements are not guaranteed.*

## Appendix E: Suggested Post-Sabbatical Report Template

1. Due date: 30 days after the beginning of the first regular semester following the sabbatical
2. The dean/associate provost/manager must review before the final submission.

**Name:** Click or tap here to enter text.

**Department and College:** Click or tap here to enter text.

**Dates of sabbatical leave:** Click or tap here to enter text.

**Project title:** Click or tap here to enter text.

**Type of project (e.g., book, chapter/article, performance):** Click or tap here to enter text.

**Report submission date:** Click or tap to enter a date.

**Overview of your project:** *Describe your project, including your goals and timeline.*

**Description of activities related to your project that you completed during your sabbatical:** *What activities did you complete during your sabbatical leave and how did they help you meet your goals?*

**Analysis of your outcome.** *What was your accomplishment? If you did not complete your objectives, what is your plan to do so? Do you have plans to continue your research?*

**Analysis of your development:** *How has your sabbatical affected your professional growth and development? How might it affect your role in the classroom or your University roles outside the classroom?*

**Analysis of your sabbatical's benefit to Slippery Rock University:** *How will your sabbatical leave affect your roles at Slippery Rock? What benefits are you bringing to your students and your colleagues? How has your sabbatical leave helped the forward trajectory of your career?*

## Appendix F: Faculty Sabbatical FAQ

The FAQ below are a companion piece to the CBA and the local Sabbatical Policies and Procedures. The questions were generated in part from a survey of faculty sabbatical applicants from 2018 to 2023.

If there is conflict between the responses shared here and the CBA or local policy, those agreements will apply.

### Eligibility

*When will I be eligible to take a sabbatical?*

Faculty members may apply for a sabbatical following seven years of service in PASSHE with at least five years at Slippery Rock University. One semester of sabbatical is allocated for seven years of service and two semesters for fourteen years of service. The sabbatical year does not count toward sabbatical leave eligibility. Because there are many configurations of years and allocations, Faculty members should discuss their plans with their Department Chair and review the CBA and local sabbatical policy and procedure document.

*Can I apply before I have completed the 7<sup>th</sup> or 14<sup>th</sup> year?*

Applications are submitted in March of the sixth or thirteenth years for sabbaticals to be taken after completion of the seventh or fourteenth years.

*I want to take a sabbatical in Fall. When is my application due?*

All sabbatical applications are due on March 1 approximately 18 months before the planned sabbatical. For example, Faculty member seeking a sabbatical for Fall 2026 would apply by March 1, 2025. You will be notified of the President/Designee's decision by October 10 of the application year per local agreement

*Who do I contact with questions about my years of service?*

Your Department Chair, Dean's office, or Office of Human Resources will be able to help you.

*Will I be notified when I am eligible for a sabbatical?*

Since sabbaticals are optional, there is no formal notification of eligibility as there is for required milestones such as tenure. You may hear your Department Chair discuss the process in a department meeting. You should keep your own records of your eligibility for this important benefit.

### Application & Approval Process

*When should I begin conversations with my chair about my interest in taking a sabbatical?*

Although not required, you should begin conversations as soon as you start considering a sabbatical. Your Department chair can be a valuable resource about your project as well as help you verify the semester(s) you will be eligible for a sabbatical. In addition, sabbaticals can affect department processes including scheduling, so early notice can help inform planning for you and your colleagues.

*How are my years of service verified?*

The Department Sabbatical Committee verifies years of service by working with the Office of Human Resources.

*How are proposals/applications evaluated?*

The Department Sabbatical Committee reviews (1) expected benefit to the university community; (2) expected professional growth; and (3) expected personal growth and submits an evaluation letter with the applicant's portfolio. The committee also verifies faculty eligibility for sabbatical.

The Department Chairperson will, in addition to evaluating and making recommendation on each proposal, report the impact upon the operation of the Department if a specific leave is granted.

The University-wide Tenure and Sabbatical Committee uses a rubric to evaluate the merit of each application and creates a ranked list of the candidates to forward to the President/Designee.

The President/Designee reviews the ranked list and corresponding applications.

*Who can provide technical assistance for the application process?*

Sabbatical applications are submitted electronically through the faculty milestone software. Questions about using the software can be directed to Mary Hennessey, Assistant to the Provost, at [mary.hennessey@sru.edu](mailto:mary.hennessey@sru.edu), and there is general information available on the [Faculty Resources webpage](#).

*From whom should I seek support for preparing my application/proposal?*

Your Department Chair, department colleagues, other campus colleagues, your Dean, the members of the University-wide Tenure and Sabbatical committee, and the APSCUF Mentoring Committee are good resources. Your Department Sabbatical Committee and Department Chair will submit letters of support for your final application.

*When does my approved sabbatical begin and end?*

Specific dates for the ranges below vary from semester to semester and can be verified with Human Resources.

- Fall semester: 18 weeks after the first day of fall classes
- Spring semester: 18 weeks after the first day of spring classes
- Full year: 36 weeks after the first day of fall classes
- Summer: Between end of spring and beginning of fall (5 pay periods each for two summers (must take two summers))

Faculty with Fall and/or Spring sabbaticals are not eligible to teach winter courses. Faculty with summer sabbaticals are not eligible to teach summer courses.

**Important Considerations**

*Who arranges coverage of my teaching and other duties for my sabbatical leave?*

Your Department Chair works in consultation with the Dean and Provost to determine coverage and possible temporary replacements. In some cases, coverage is addressed through schedule

modifications or overloads rather than temp replacements. Final decisions about replacements or overloads rest solely with the Administration.

You should also notify the chairs of any standing committees you serve on that you will have leave.

*How does a sabbatical leave affect other milestones such as tenure and promotion?*

Probationary and tenure dates will be postponed by a semester or year depending on the length of the sabbatical. This situation usually arises with someone who had several semesters as a temporary faculty member before the tenure clock began. Temporary years count toward sabbatical eligibility, but taking a sabbatical as soon as you are eligible could extend your time to tenure.

Fifth-year post-tenure reviews are postponed a year (to the sixth year) if the sabbatical occurs during the fifth year. If the sabbatical is taken in years one through four, the review continues as scheduled.

Sabbatical in fifth-year post-tenure example:

Tenure: 2020; fifth year review due March 2025  
Sabbatical: 2024-25  
Fifth year post tenure extended from March 2025 to 2026  
Subsequent reviews will revert to original date: 2030, 2035, etc.

*I will be department chair when I take my sabbatical. What happens?*

First, the Department Chair review step of your sabbatical application will be covered by a proxy Department Chair. The proxy Chair will write the reviews for all sabbatical applicants in the department.

If you are awarded a sabbatical, you will step down as Chair when your sabbatical begins. The department will need to hold a special Chair election in the term before your sabbatical. Special election procedures are on the Faculty Resources webpage in the [Department Chair Election](#) accordion. Be aware that the new chair holds the position until the next triannual election unless they choose to step down. There are not interim or temporary chairs in this instance.

*I am planning an international experience as part of my sabbatical. Are there additional steps I should follow?*

You will have to consider the export control policy, which regulates use of University technology, including your University laptop, outside the US. The Office of Global Engagement will be helpful if you are reviewing travel restrictions.

## **Following your sabbatical leave**

*What is required of me upon my return from sabbatical leave?*

You are required to submit a written report analyzing the extent to which your project met your stated objectives. Your dean/associate provost/manager must review a draft through the faculty

portfolio software. Once you have addressed the recommendations, you will submit the final report through the software.

After your return, you are also expected to give a presentation about your sabbatical at a college meeting to share your experiences, new knowledge, and professional growth with your colleagues.

Note that if you have a product from your sabbatical such as but not limited to a book, performance, or exhibit, you must also submit a post-sabbatical report as described.

*Where can I find the requirements for reporting outcomes from my sabbatical?*

The local sabbatical policies and procedures document has some information about report content. Because sabbaticals have many structures, there is no one report template, although there is a suggested format in the appendix. You must submit a draft report through the faculty portfolio software to be reviewed by your dean. After you address the recommendations, you will submit the final report.

As appropriate to your sabbatical, you should address the following topics:

- Overview of your project
- Description of activities related to your project that you completed during your sabbatical
- Analysis of your outcome. What was your accomplishment? If you did not complete your objectives, what is your plan to do so? Do you have plans to continue your research?
- How has your sabbatical affected your professional growth and development? How might it affect your role in the classroom or your University roles outside the classroom?

*If I have a public performance or exhibit or other product from my sabbatical leave, will that count as my post-sabbatical report?*

If you have a product from your sabbatical such as but not limited to a book, performance, or exhibit, you must also submit a post-sabbatical report as described.

*Where can I find examples of sabbatical proposals or reports?*

There is not a central repository, although your department or dean's offices may have examples to share. You can also check with colleagues who have had a sabbatical or the APSCUF faculty mentoring committee. Note that reports completed before 2025 may not address the new report criteria.

## **Other**

*Can I use my professional development funds for sabbatical travel?*

You may use professional development funds during sabbatical to support your approved professional development activities related to your sabbatical proposal.

*Do I continue University, college, or department-related service while on sabbatical?*

When you are on sabbatical, you cannot be compelled to conduct any University work, including attending department or college meetings or serving on committees. You should let the chair of any standing committees you serve on know when you will be on sabbatical.



*I will be on sabbatical during a triannual or special department chair election. Am I allowed to run or vote?*

You will get normal correspondence about elections and are eligible to self-nominate as a candidate. You are also able to vote. In both cases you need to meet eligibility requirements.

*Can I teach a summer or winter courses during my sabbatical?*

Summer: If your sabbatical terms include summer, then you are not eligible to teach a summer course. If your sabbatical includes only fall and spring semesters, you may teach during the summer.

Winter: If your sabbatical includes fall or spring semesters, even just one, you may not teach during the winter. Faculty with summer-only sabbaticals may teach in winter session.

*Should I continue work on a search committee if the work extends into my sabbatical?*

When you are on sabbatical, you are on paid leave and cannot be compelled to conduct any University work, including serving on search committees.