Application for Sabbatical Assignment
Academic Year 2014-2015

Cover Sheet

Name:

Academic Unit:
(Department, College or School)

Academic Rank:

Years in Rank:

Sabbatical Period Requested:  □ Autumn 2014  □ Spring 2015  □ Other (specify):

Sabbatical assignments shall normally be for a period of not less than one semester, nor more than two semesters. The sabbatical period does not include summer.

Years in service at MSU: (month/year to month/year)

Regents Policy requires that you have completed seven years in service (not counting time spent on leave) to be eligible for a sabbatical. Do you meet this requirement? Yes  No.

Leaves at MSU: (month/year to month/year)

1. Sabbaticals:

2. Leaves Without Pay During Last Seven Years:

3. Other (explain)

All sabbatical assignments are subject to the guidelines listed in Article 17 of the AFMSU Collective Bargaining Agreement. Departmental expectations may be added to this application, or attached for the record.

Agreement

If my request for sabbatical assignment is granted, I agree to:

- return to MSU for a period equal to the length of the sabbatical leave;
- submit a 4-5 page written report on the sabbatical activities to my department head, the Faculty Affairs Committee and the Provost within six months of the end of the sabbatical; and
- present the results of the sabbatical assignment in an on-campus forum within six months of my return to the University. I will also notify Faculty Affairs and the Provost of the date of my presentation.

or I will repay all monies received from the University while on sabbatical.

____________________________________  __________________
Applicant’s Signature  Date

Sabbatical assignments shall normally be for a period of not less than one semester, nor more than two semesters. The sabbatical period does not include summer.
Distribution

Distribute copies of all application materials as follows:

- Submit all materials electronically to the Office of the Provost & Vice President for Academic Affairs: sabbaticals@montana.edu
- At the time of submission “cc” copies of your materials to the Department Head and College Dean

**Deadline for receipt of Applicant’s materials: October 31, 2013**

- Department Heads shall submit their letters of endorsement and any external or internal letters of support for the applicants to sabbaticals@montana.edu. Clearly label the submissions “Department Head Endorsement for Sabbatical Applicant XXX”
- At the time of submission “cc” copies of letter to Dean

**Deadline for receipt of Department Head’s letters: November 8, 2013**

- Deans shall submit their letters of endorsement and any external or internal letters of support for the applicants to sabbaticals@montana.edu. Clearly label the submissions “Dean Endorsement for Sabbatical Applicant XXX”

**Deadline for receipt of Dean’s letters: November 15, 2013**

Notification

A list of applicants approved by the President, subject to review by the Board of Regents, should be announced by March 1.

Project Summary

A project summary, not to exceed 250 words, should accompany the project description.

Project Description (4 pages, max.)

Explain the activities to be undertaken, a time frame for the project, where the work will be accomplished (identifying, where appropriate, organizations and people involved in the project), the relationship of the work to other projects, travel requirements (if any), anticipated benefits of the project and a description of expected outcomes or deliverables.

The following criteria for review of applications for sabbatical assignment were developed by the Faculty Affairs Committee, accepted by Faculty Senate, and approved by the Provost. They will be used by the Faculty Affairs Sabbatical Review Subcommittee to evaluate and rank the applications for sabbatical.

**Scholarly Merit (15 points)**

- How does the proposed activity contribute to the faculty member’s teaching and/or research/creative activity? (5 points)
- To what extent does the proposed activity explore creative and original concepts? (5 points)
- How well qualified is the applicant to conduct the project? (5 points)
Planning and Organization (10 points)
- How well conceived and organized is the proposed activity? (4 points)
- Has there been adequate practical planning and intellectual preparation to carry out the project? (3 points)
- Are there adequate resources and can the project be accomplished in the allotted time? (3 points)

Scholarly Integration (5 points)
- How well does the project contribute to the faculty member’s integration of teaching and research/creative activity? (5 points)

Broader Impacts (10 points)
- What impact will this project have for MSU, the State of Montana, and the Rocky Mountain region? (Will it be disseminated through local/regional publication[s], performance[s], presentation[s], etc?) (3 points)
- How important is the proposed activity to advancing knowledge and understanding within its own field and across different fields? (4 points)
- What impact will the project have nationally or internationally? (Will it be disseminated through national/international publication[s], performance[s], presentation[s], etc?) (3 points)

In addition to the criteria listed above, applicants also receive credit based on the following:
- Years of service: ¼ point per year since eligible for sabbatical – i.e. after banking 7 years
- Meritorious performance: Candidates can receive up to 3 additional points for meritorious performance in 1) Teaching, 2) Research and Creative Activity and 3) Service (Up to one point is awarded in each category).
  o Meritorious performance can include honors within an applicant’s discipline, University awards, etc. A sound record of publication, long-term teaching, or continuous service at MSU are deserving of note but do not, in and of themselves, guarantee that a applicant will receive a full point in any category of merit.
- Academic rank: Add 2 points for Professor and 1 point for Associate rank.

Applicants will be ranked on a 5 point scale where
1=Excellent
2= Very Good
3=Good
4= Fair
5= Poor (revise and resubmit next year)

Applicants will receive a report from the Provost’s Office indicating their application’s rank on this scale as well as a summary page with feedback on their proposals.

Supporting Attachments

The following items should accompany your application for sabbatical assignment. Required items are indicated:

1. **REQUIRED** A written statement providing evidence of meritorious performance in teaching, research/publication, creative activities, and/or service as a function of job assignment, rank, and department mission. *(1-2 single-spaced pages)*

2. Any relevant documents which indicate arrangements for the project (e.g., letter of invitation from host institution).
3. **REQUIRED** A current curriculum vita.

4. **REQUIRED** Three letters of recommendation attesting to the significance of the project. (NOTE: At least one letter must be from an external source. The two remaining letters may be from external or internal sources. Internal and external reviewers are required to send their letters directly to the applicant’s Department Head, Campus Director or Dean as appropriate).

5. **REQUIRED**
   - Endorsements from the applicant’s department head shall be submitted to sabbaticals@montana.edu no later than November 8, 2013. Department Head’s endorsements shall address the programmatic and financial impact to the department granting the sabbatical. The Department Head shall develop a clear written understanding with the faculty member who is going on sabbatical assignment concerning what is expected of them while on that assignment (e.g., manuscripts, progress reports).
   - Endorsements from the applicant’s Dean shall be submitted to sabbaticals@montana.edu no later than November 15, 2013. The Dean’s endorsements shall address the programmatic and financial impact to the College granting the sabbatical.