



Application for Sabbatical Assignment

Academic Year 2010-2011

Cover Sheet

Name:

Academic Unit:

(Department, College or School)

Academic Rank:

Years in Rank:

Sabbatical Period Requested: Autumn 2010 Spring 2011 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 Section 1220 of the MSU Faculty Handbook. 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 and the Faculty Affairs Committee; 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 of the date of my presentation.

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

Applicant's Signature

Date

Distribution

Distribute copies of all application materials as follows:

- One (1) copy to the department head (or administrator of your academic unit)
- One (1) copy to the dean
- Five (5) copies to the Office of the Provost & Vice President for Academic Affairs, 212 Montana Hall

Deadline for receipt of materials: November 30th

Notification

A list of applicants approved by the President, subject to review by the Board of Regents, should be announced by February 15.

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)**

Candidates will receive a report from the Provost's Office indicating their application's rank relative to the other applications (e.g., 3rd of 15), 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: You may solicit **external** letters if you choose, but it is not required.)
5. **REQUIRED** A written statement from the applicant's department head (or unit administrator if not a department head) describing what the department (academic unit) and college expects from the sabbatical.