

PROPOSAL GUIDELINES FOR A SABBATICAL LEAVE IN THE 2008-2009 ACADEMIC YEAR

Proposals due Monday, October 8, 2007

OBJECTIVE

The main purpose of the University's sabbatical leave policy is to enhance the professional competence of the Faculty and thereby strengthen the University. The Faculty Development Committee evaluates proposals for sabbatical leaves. Bucknell's policy provides for leaves in a number adequate to grant them on a regular basis to all eligible members of the Faculty. Questions regarding eligibility should be addressed to the department chair, the program director and/or the appropriate Associate Dean. Full salary is available for one-semester leaves, and one-half salary for full-year leaves. Because the University encourages full-year leaves, faculty members are urged to secure external funds to supplement the one-half salary. The program providing three-quarters salary funding for the full-year leave is discussed below. Requests for three quarters salary funding require documentation of an attempt to secure external funds, including consultation with the Associate Dean who coordinates external funding proposals for the appropriate college.

PROCEDURE

Describe the project in a form intelligible to the non-specialist. Limit the body of the proposal to four (4) pages, using a 12 pt font and reasonable margins. Appendices may be attached when appropriate. Eleven copies of the application for a sabbatical leave are to be submitted to the chair or director of the applicant's department or program (with one copy to be retained by the chair/director for his/her records). A letter of endorsement from the department chair or program director should be attached to each copy of the proposal. Department chairs or program directors who are themselves applying should ask a colleague to write this letter. Applicants are strongly encouraged to submit the proposal to the chair or program director (or faculty member writing this letter) at least five working days before the deadline so that s/he may write an informed letter. To be helpful to the Committee, chairs'/directors' letters of support should explain why the proposed project is significant and provide the Committee with a context within which to evaluate the proposal.

Chairs/Directors will attach one copy of their letter to each copy of the proposal and forward ten copies of the application to the Office of the Provost no later than the proposal deadline. In a separate letter to the appropriate Dean, the chair/director will submit a preliminary request for any necessary faculty replacements by the first week in November.

The Committee's objective is to promote the professional development of the faculty. In working toward this goal, the Committee is available to consult with an applicant prior to the proposal deadline. The primary criteria for the sabbatical leave program are:

- the strength of the proposal and its clear connection to the faculty member's professional development;
- the likelihood of the successful completion of the project (e.g., clear plan of study and a project of manageable size);
- support from the department chair/program director.

If uncertain as to how the proposed leave meets the purposes of the program, the Committee may request additional information and/or a revision of the proposal. In such cases, a sabbatical leave will not be granted until the proposal has been revised to the Committee's satisfaction.

The Office of the Provost will provide successful applicants with support for expenses up to \$2000 for professional travel and other faculty development needs during the year of sabbatical. The funds will be distributed through the appropriate Deans' Office. The applicant must attach to the sabbatical proposal a budget describing the use of these funds. It is expected that sabbatical recipients will employ this funding as their primary source for travel and research expenditures for the full year and, hence, in lieu of Dean's Travel Budget funding. Further information on the use of this funding will be provided upon the approval of the sabbatical proposal.

The Committee forwards its final recommendations to the Provost, the President, and the Board of Trustees, for their disposition. The award of sabbatical leaves will be announced not later than December 30.

THREE-QUARTERS FUNDING

The University will attempt to provide support equal to 75% of salary for a limited number of faculty members in order to make full-year leaves possible for those individuals who request consideration for supplemental funding. Faculty members who wish to be considered for supplemental funding should indicate why a full-year leave is important or necessary to their work in the sabbatical leave proposal. Eligibility for supplemental funding requires application for funding from external sources.

Applicants who are approved for 75% funding and who are successful in obtaining outside grants administered by Bucknell must return the Bucknell supplement as follows. Those receiving external grants totaling less than 25% of salary will return to Bucknell an amount equivalent to the amount of the external grant. Those obtaining grants equivalent to (or in excess of) the additional 25% will return the full supplemental 25%. Funds returned to the University will be made available to the next-ranked applicant on the Committee's list.

Grant proposals, or specific application plans and sources, are to be appended to the sabbatical leave proposal submitted to the Faculty Development Committee. Under current University policy, the resultant total compensation may not be in excess of one's annual base salary from the University.

APPLICATION GUIDELINES

Each application must include the four components described below.

1. A copy of the attached ***cover sheet***;
2. A ***current*** 2-4 page ***curriculum vitae***;
3. A **proposal** (up to 4 pages) containing the following information:
 - a. ***Description***: Describe the project in a form intelligible to the non-specialist. In no case should a proposal consist of simply a cover letter attached to a proposal to an outside agency.
 - b. ***Rationale***: Provide a rationale for the project and describe its significance in the context of the discipline or interdisciplinary area. Describe the value of the proposed work in the context of the applicant's past and future scholarship and development as a teacher. Include a brief description of accomplishments during any previous leaves.
 - c. ***Work plan and outcomes***: Outline a work plan or procedure and likely timetable along with expected outcomes.
 - e. ***Budget***: A budget describing the use of support of up to \$2000 for expenses related to the applicant's sabbatical.
4. ***Efforts to obtain outside funding*** must be documented for those requesting a full year leave with three-quarters funding, including consultation with the individual who coordinates external funding proposals for the appropriate college (i.e. Marj Kastner in the College of Arts and Sciences or Karen Marosi and Lois Engle in the College of Engineering).

Please review your proposal carefully prior to submission. Applications which do not meet the above guidelines for eligibility, procedure and format will not be considered.

For further questions, consult either the Chair of the Committee on Faculty Development or the Associate Dean for the appropriate college.

Committee on Faculty Development

SABBATICAL APPLICATION

COVER SHEET

Name _____ Department _____

Telephone _____ Year of first Bucknell appointment _____

Is your application for full year, fall semester, or spring semester? (Please specify) _____

Give title or a short description of your project:

Are you requesting consideration for three-quarters salary funding? _____

Have you applied or are you applying for outside funding for the current project? _____

If so, please summarize:

If you are applying for three-quarters salary funding, please attach documentation of your effort to obtain external funding.

Please list all *previous external* individual research grants or fellowships awarded or funded in the last six years or since your previous sabbatical.

(Signature)

Date of this application

Please submit eleven copies of this cover sheet and your proposal to your department chair or program director for forwarding of ten copies to the Office of the Provost.