

Fall 2024 Sabbatical Leave Application

For Leaves in Academic Year 2025-2026

GENERAL GUIDELINES

Sabbatical Leave Applications may be submitted for research or professional development. Research sabbaticals will be given priority and may include traditional research/creative works or an applied scholarship project. Professional development sabbaticals may include a project to enhance teaching skills, to practice professional skills outside the academic environment, to "retool" for new teaching assignments, or to engage in curriculum development. Please note that development of an internet course is not eligible.

Regardless of the focus, the applicant must provide a clear plan of activities, anticipated outcomes, and benefits of the project. In all cases, applications must be well documented and proposed projects thoroughly justified. Keep in mind that the committees used to evaluate sabbatical proposals may be composed of faculty members from diverse disciplines. Proposals should, therefore, be written in terms comprehensible to a non-specialist.

It is the responsibility of the applicant to deliver the original and copies of the completed application to their College Dean no later than Monday, October 28, 2024 (check with the Dean's office for the number of copies you will need to provide). A college faculty committee, designated by the Dean, will evaluate the applications and make recommendations to the Dean. Applications failing to comply with sabbatical leave guidelines/policies will not be considered by the committee.

Please remember that this is a competitive process and requires presentation of a strong proposal. Each college-level cost-center will fund the approved sabbaticals from that college. Depending on budget constraints in any given year, at times even worthwhile proposals may fail to receive funding. In addition to budgetary constraints, College Deans must also consider college priorities and the ability to meet teaching demands of each individual academic department.

Respect for the peer review process and a collegial attitude toward the work of the committees are integral factors in the success of the Missouri State University sabbatical system.

SABBATICAL LEAVE POLICIES

1. Only ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible for sabbatical leave (Faculty Handbook, Section 7.2.1). Eligibility is established by completing twelve semesters of service to Missouri State University (summer teaching excepted) prior to the year of the sabbatical. A faculty member granted a sabbatical leave will be entitled to college level support amounting to no less than full pay for a semester and no less than one-half pay for a full year's leave, and not to exceed three-quarters pay. Faculty members on sabbatical leave for the academic year will receive their salaries in twelve monthly payments. They will participate in the retirement program and will have their fringe benefits paid by the University.
2. A sabbatical leave is not an automatic right. All applicants will be notified of the final decision regarding their applications by February 7, 2025. Only one proposal from a faculty member is to be considered during a single academic year.
3. The project for which leave is requested must be beneficial both to the faculty member and to the College and/or the University. The applicant must supply copies of contracts, grants awards, or other documentation that will affect compensation during the sabbatical period. Proposals to obtain an advanced degree will not be approved. If the recipient of a sabbatical award wants to change the project after it has been approved by the dean the new project must be approved by the department head, dean, and provost.
4. A Sabbatical Leave cannot directly precede or immediately follow an academic year during which a Summer Faculty Fellowship has been approved/taken. A person is not eligible to apply for a Summer Fellowship and Sabbatical Leave during the same fall semester. Likewise, during the academic year when a sabbatical is taken, a person cannot apply for a summer fellowship.
5. Faculty members are obligated to return to Missouri State University for at least one year following the sabbatical.
6. In computing years of service that will apply toward eligibility for promotion, time spent on sabbatical leave will be counted.
7. The stipend provided during the sabbatical is considered regular salary and is taxable income to the recipient.
8. Projects (investigators) funded under this program are subject to the Missouri State University policies for integrity in research, financial interest disclosure, human subjects review, animal care and use procedures, bio-safety, and use of space. Note on the cover sheet the appropriate committee approvals that are needed. Sabbatical projects resulting in materials that may be patented or copyrighted, or otherwise have commercial value and may result in remuneration for services, are subject to the University policy on intellectual property. It includes matters of ownership and distribution of royalties. These policies can be online found at <http://www.srp.missouristate.edu/>.
9. Faculty who accept funds for a sabbatical leave are required to submit a written report that documents the results of that sabbatical. This report should be a one to two page summary of accomplishments and results of work completed during the sabbatical, as well as results expected in the near future. Copies of this report are to be submitted to the appropriate Department Head, College Dean, and the Provost's Office according to this calendar:
 - Fall 2025 sabbatical leave: March 1, 2026
 - Spring 2026 sabbatical leave: November 1, 2026
 - Full year 2025-26 sabbatical leave: November 1, 2026

Any faculty member who has completed a sabbatical leave and has not submitted the required report is ineligible to apply for a subsequent sabbatical leave until the report is on file.

SABBATICAL APPLICATION FORMAT

Please organize the body of your proposal in accordance with the outline that follows, using headings for each section.

- A. Cover Sheet (form attached) – Signatures of the Department Head and College Dean are required.
- B. Application Form (attached)
- C. Summary/Abstract: A description of the sabbatical activity and anticipated results in non-technical terms not to exceed 300 words.
- D. Detailed description of the sabbatical.
 - 1. Plans for study and background investigation to be completed prior to the start of the sabbatical. Include previous work by the applicant that is related to the proposal.
 - 2. Brief literature review of similar works or pedagogical approaches (with appropriate references) and a description of how this proposal relates to existing work in the field.
 - 3. Detailed account of the primary activity to be undertaken during the sabbatical. The discussion should be written in a formal style consistent with the applicant's discipline, but should incorporate necessary definitions, explanations and illustrations so that it can be understood by persons outside the applicant's own specialty.
 - 4. Criteria for judging the professional merit of the project. (What will be the final product of the sabbatical? How could an observer determine after the fact whether the project was a success?)
 - 5. Anticipated schedule of sabbatical activities, including the anticipated date when the sabbatical project will conclude.
 - 6. Plans for travel to other locations. Identify the connection between the destination and the sabbatical project. List names of individuals with whom you anticipate meeting, and for what purpose, during your visit to other locations. Describe arrangements made with colleagues/contacts at locations you plan to visit and provide available documentation.
 - 7. Financial support and/or contracts for travel, research and publications to supplement this proposal should be attached.
- E. Plans for disseminating the results of the project or applying information acquired during the sabbatical.
- F. Significance of the project to the academic department or academic discipline and plans (if any) for extending the investigation beyond the immediate project.
- G. Benefit to the College and/or University and students resulting from successful completion of the sabbatical project.
- H. Other sources of funding, which have been realized or anticipated for the research project under consideration including other salary that is sought by the investigator that might extend the amount earned from all sources during the period of the sabbatical.
- I. List and briefly describe summer research fellowships, sabbaticals, and funded research completed during the past seven years. Clearly describe outcomes of the research such as presentations, publications, creative works, or pedagogical applications that have resulted from previous Missouri State University grants, fellowships or leaves.
- J. List all external grants applied for in the past seven years and indicate if funded or not funded in each case.
- K. Current vita of the applicant.

A. Cover Sheet for Sabbatical Leave Application

Submitted Fall 2024 For Academic Year 2025-2026

Applicant Name: _____ Department: _____

Please check if your project has human participants, utilizes animals, has special space needs, or deals with biohazards and thus will require review by one of the following Missouri State University committees:
(Refer to <http://www.srp.missouristate.edu/> for information on these committees.)

- Human Participant Protection Ins. Review Board** **Institutional Bio Safety Committee**
 Institutional Animal Use and Care Committee **Space Management Task Force**

A project having any of these issues cannot be implemented until the appropriate committee has reviewed and given approval to the project.

TO BE COMPLETED BY THE DEPARTMENT HEAD

Please evaluate this application. Department Head comments carry particular weight in evaluating non-research proposals.

1. I believe that this proposal is: *(circle your response)*

Very Strong Strong Neither Strong nor Weak Weak Very Weak

2. How do you rate the completion of this proposal as an asset to your department?

Department Head Signature

TO BE COMPLETED BY THE COLLEGE DEAN

1. I believe that this proposal is: *(circle your response)*

Very Strong Strong Neither Strong nor Weak Weak Very Weak

2. How do you rate the completion of this proposal as an asset to your college?

College Dean Signature

B. Sabbatical Leave Application Form

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1. Name: _____

Department: _____

2. Academic Rank: _____

3. Number of years employed as a full-time faculty member at Missouri State University including the current year: _____ Date of initial appointment: _____

4. If previous sabbaticals or other leaves with pay have been granted from Missouri State University, indicate the type of leave (educational, professional, or a sabbatical) and give dates and brief description:

NOTE: Any applicant who has been granted a previous sabbatical leave must have a final report on file prior to submitting a subsequent leave application.

5. Leave requested for (check the box):

_____ One-Half to Three-Quarters Pay during the 2025-2026 Academic Year _____

Full Pay during the Fall Semester 2025

_____ Full Pay during the Spring Semester 2026

If requesting more than half pay for an academic year's leave, please state justification:

6. Provide a one-sentence descriptive title of the proposed project.

7. Will you have a fellowship, grant, or any other source of compensation or employment during the leave?

____ Yes ____ No

If yes, please explain: _____

8. Attach the proposal and current curriculum vita