

**COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES
EASTERN KENTUCKY UNIVERSITY**

SABBATICAL LEAVE GUIDELINES & CHECKLIST

The College shall follow University policies and procedures governing sabbatical leaves. The Research and Faculty Development Committee shall be responsible for screening and making recommendations regarding sabbatical leave requests. The College Committee shall also ensure that University-approved procedures have been followed and that the sabbatical leave recommendations concur with the goals and needs of the College.

1. Departmental Procedures

- a. Each department shall establish procedures for review of sabbatical leave requests. All procedures approved by the department must be in compliance with the University Sabbatical Leave Policy and with the guidelines set forth in this document. Departmental procedures must include the establishment of a departmental review committee for screening sabbatical leave requests and for making recommendations to the chair.
- b. A faculty member who intends to apply for a sabbatical leave during the following fall or spring semester shall not be eligible to serve on the department sabbatical leave committee. Nor can one serve if a significant conflict of interest is likely—e.g., if a member of his or her immediate family will be considered for sabbatical leave.
- c. Departmental procedures shall be approved by a majority vote of the full-time tenured and tenure-track faculty of the department and approved by the Dean of the College. They shall be filed in the Dean's office and in the department office.
- d. Changes in the departmental procedures shall be made by a majority vote of the full-time tenured and tenure-track faculty of the department and approved by the Dean by May 1 prior to the academic year in which they are to take effect.
- e. To be eligible to apply for a sabbatical, a faculty member must have completed twelve (12) semesters of full-time service to the University before the first sabbatical or between subsequent sabbaticals.
- f. A faculty member eligible to submit a request for sabbatical leave shall submit a completed application for sabbatical leave form and supporting materials, including curriculum vitae, to the chair of the department by September 15 of the year preceding the academic year of the sabbatical. Each applicant must also submit a completed checklist for sabbatical leave applications, which is provided at the end of these guidelines. Requests may be submitted two years in advance for approval. If the

request is denied, a new application may be filed the following year. The Department Chair shall submit the request to the departmental review committee.

- g. The departmental review committee shall compose an evaluation narrative and make a recommendation for each request. If there are multiple applicants, the committee shall also rank the sabbatical leave requests. The committee shall submit all the application materials and its recommendations to the chair of the department by September 25.
- h. The Department Chair shall append to each sabbatical leave request a separate recommendation and an impact statement stipulating the effect of the sabbatical leave on the department, including replacement costs, if any. If there are multiple applicants, the chair shall also rank the sabbatical leave requests.
- i. The chair shall forward sabbatical leave requests approved by the departmental committee and/or Department Chair, departmental committee and chair recommendations and rankings, and impact statements to the Dean of the College by October 1.

2. College Procedures

- a. The Research and Faculty Development Committee shall serve as the College review committee for sabbatical leaves.
- b. The composition of the Committee and the procedures for the election, appointment, and replacement of its members are outlined in the Guidelines for the Research and Faculty Development Committee. The Dean is required to make recommendations on sabbatical applications and, therefore, may attend Committee meetings, in a non-voting capacity, to familiarize himself or herself with discussions of the applications.
- c. If a faculty member or a member of his or her immediate family is being considered for a sabbatical leave, that member shall be replaced by an alternate when the Committee is reviewing sabbatical leave applications. The participation of the member on the Committee when the Committee is discharging its other responsibilities (e.g., Faculty Development Grants; research awards) is guided by the guidelines pertaining to those other responsibilities.
- d. The College Committee will begin review of requests for sabbatical leave by the end of the first week of October. All materials except the chair's impact statement will be made available for committee review.
- e. The Committee will first determine, by secret ballot, acceptable requests. Then, the Committee shall rank, by secret ballot, the acceptable requests.
- f. In reviewing a request for sabbatical leave, the Committee should take into account the accomplishments of each previous sabbatical leave granted to the applicant. As part of the application materials a candidate should also include an updated curriculum vitae formatted according to the College guidelines (class.eku.edu) and a brief statement on the significance of the proposed project to his or her discipline and/or area of expertise. An applicant who has had a previous EKU sabbatical should include a brief summary of what was accomplished, the significance of the sabbatical activities, and a list of

publications (full bibliographic citation), presentations, and other scholarly and/or creative activities and products resulting from the previous sabbatical. Incomplete or late applications will not be reviewed by the College Committee.

- g. Preferred purposes for sabbatical leave include, but are not rank-ordered or limited to, the following:
 - i. A carefully designed scholarly/creative project related to the discipline.
 - ii. Scholarly writing or other comparable form of creative activity as outlined in the sabbatical request with a goal of publication or presentation.
 - iii. Formal course work in an area supportive of instructional responsibilities.
 - iv. A clearly defined program of independent study related to instructional responsibilities.
 - v. A clearly defined program of course revision and/or new course development.
- h. The College Committee shall submit its recommendations to the Dean by October 23.
- i. The Dean will make a separate recommendation on each request after receiving the recommendations of the Committee.
- j. Applicants for sabbatical leave will be informed by the Dean of the College of the recommendations of approval or disapproval of their applications by November 1. At the request of applicant, the Committee Chair and/or Dean will discuss the results of the Committee's deliberations and/or Dean's recommendation with the applicant.
- k. The Dean shall forward sabbatical leave requests approved by the College Committee and/or Dean to the Provost and Vice President for Academic Affairs by November 1.
- l. Major modifications of the sabbatical leave request and to the plan for carrying out the objectives of the leave must be approved by the College Research and Faculty Development Committee.
- m. A faculty member who is approved for a sabbatical must submit an open-file report to the Dean of the College, identifying his or her accomplishments, within ninety (90) days from the completion of the sabbatical. The faculty member shall also submit for publication, if appropriate, the findings of the sabbatical within six (6) months from the completion of the sabbatical. The completion of the sabbatical shall be considered to be the first day of class in the semester following the last semester of the sabbatical leave.
- n. Changes in the College sabbatical leave guidelines shall be made by a majority vote of the voting full-time tenured and tenure-track faculty of the College prior to the beginning of the academic year in which they are to take effect.

**COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES
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CHECKLIST FOR SABBATICAL LEAVE APPLICATIONS**

Name: _____ Department: _____

PART 1 (To be completed by applicant)

- a. ____ College of Letters, Arts, & Social Sciences checklist for sabbatical leave applications
- b. ____ A fully completed “Application for Sabbatical Leave” form
(This is a University Form) and appropriate supporting materials
- c. ____ Current curriculum vitae in format required by College
- d. _____ Date Submitted to Department Chair (**Due date: Sept. 15**)
- e. _____ Applicant Signature

PART 2 (To be completed by Chair of Department Sabbatical Leave Review Committee)

- a. ____ Evaluation narrative and Recommendation
- b. ____ Ranking of applications (if there are multiple applicants from Department)
- c. _____ Date Submitted to Department Chair (**Due date: Sept. 25**)
- d. _____ Committee Chair Signature

PART 3 (To be completed by Department Chair)

- a. ____ Evaluation narrative and recommendation (*May indicate concurrence with committee narrative and/or recommendation, if this is the case.*)
- b. ____ Ranking of applications (if there are multiple applicants from Department)
- c. ____ Impact statement for sabbatical leave request
- d. _____ Date Submitted to Dean (**Due date: Oct. 1**)
- e. _____ Department Chair Signature