

**COLLEGE OF ARTS & ARCHITECTURE**  
**Sabbatical Leave – Guidelines for Sabbatical Leave Review**  
Fall 2018

**Criteria**

As specified in Penn State policy AC17 (Sabbatical Leave), “A sabbatical is a privilege which may be granted to an individual who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.” Sabbatical leaves are not granted automatically at the end of a given period of time; rather, they are awarded after a careful assessment of the strength of the application.

**Components of the Application**

**A. Application Form**

All applications for sabbatical leave must include a properly completed Application for Leave of Absence with Pay (Sabbatical) form <https://guru.psu.edu/forms/application-for-leave-of-absence-with-pay.pdf>. The summary statement (two to three sentences) should be very brief and include a non-technical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed.

**B. Narrative body**

The narrative portion of the application is usually between three to five double-spaced pages in length and should describe the nature and significance of the project, including a clear, concise statement of the objectives. The narrative should describe the purpose of the sabbatical; the plan of work, including a timeline; and expected outcomes. The narrative also should indicate how this project will contribute to the applicant’s professional development, and how it will benefit the department/school, college, and the University as a whole.

**C. Supporting documents**

1. A detailed curriculum vita.
2. Faculty members who have taken a previous sabbatical must include the report of work accomplished from their last sabbatical project. (This report was already submitted upon return from previous sabbatical leave.)
3. If the project requires access to restricted libraries, laboratories, or other facilities, or affiliation with other institutions, the applicant is required to append invitations, letters granting access, space, or support from the relevant authorities.
4. If any external funding will be received, details and documentation should be included.

**External funding during the sabbatical period**

The Dean’s permission is required for an applicant to accept additional funds beyond University sabbatical salary for the period of the sabbatical leave. Permission will be given for grant and contract work related to the sabbatical proposal. Permission will not be given for part-time teaching or other work not related to the purposes of the sabbatical. In addition, permission will not be given if the activity interferes with or duplicates the express purpose of the sabbatical leave.

## **Review Process**

The appropriate department head or school director reviews the sabbatical application and writes a detailed recommendation letter evaluating the proposal. That letter and the sabbatical application are then evaluated by the College Committee, which makes writes a recommendation to the Dean. The Dean (separately) evaluates the application and previous recommendations, and makes her recommendation to the President of the University, with whom rests the final decision to grant a sabbatical.

At all levels of review, proposals should be carefully evaluated in accordance with the criteria established in AC17. As outlined in "Preparing Sabbatical Leave Applications, A Guide for Faculty," reviewers at each level of should address the following questions:

- If the applicant was granted a previous sabbatical, did she successfully complete the previous sabbatical project, and has she demonstrated a record of accomplishment in subsequent years that warrants the granting of a sabbatical?
- Is the significance of the project clearly established? Does it demonstrate a worthy intellectual and/or artistic pursuit?
- Does the application clearly indicate how the goals of the sabbatical will be accomplished?
- What is the likelihood that the project will be completed within the proposed timeframe?
- Does the applicant have the skills and background to undertake the project, or a realistic plan to acquire these before the sabbatical?
- Is the purpose of the project communicated clearly to non-specialists?
- To what degree is the sabbatical crucial to the completion of the project?
- Are the benefits of the proposed sabbatical for the faculty member and for the University clearly articulated?

## **Guidelines for the Sabbatical Leave Review Committee**

The Sabbatical Leave Committee will write a recommendation letter, addressed to the Dean, for each sabbatical application. The letter should indicate whether the proposal meets the expectations and requirements set forth in AC17 and these guidelines. The letter should note any concerns that the committee has about the proposal. Questions that arise during deliberations should be addressed to the Dean's Office.

## **Fall 2018 Timeline (For proposals for the 2019-20 Academic Year)**

September 7	Applications due in the Department/School Office
September 19	Applications and unit recommendations due to Dean's Office
October 12	Sabbatical Leave Review Committee letters due to Dean's Office.
November 1	Dean's recommendations due to Old Main.
December	Applicants notified of President's decisions.