Sabbatical Leave Applications Invited

Applications for sabbatical leaves to be taken during the 2019-2020 academic year are now invited and must be received by the Sabbatical Leave Evaluation Committee by Wednesday October 31, 2018. Check with your college dean’s office for internal college due dates to allow time for letters to be written.

Faculty-Staff Handbook section 3720 contains the full statement of policies and procedures for the sabbatical leave, e.g. purpose, eligibility, salary, etc. All applications must be submitted electronically and conform to the format and list described below. Applications that are incomplete, late, or do not conform to the format below will not be considered. A copy of the evaluation form used by the committee is also attached to guide your process.

Application Format (see policy for full descriptions of requirements)
1. **Cover Page.** Please use template located at [https://www.uidaho.edu/provost/faculty/sabbatical-leave/sabbatical](https://www.uidaho.edu/provost/faculty/sabbatical-leave/sabbatical).

2. **Abstract.** Maximum length: 100 words.

3. **Description of Proposed Plan for Sabbatical.** Major headings should include a detailed statement of what the applicant plans to do while on sabbatical, the objectives and significance of the proposed activities to the applicant’s UI obligations, the feasibility and methods of accomplishing the objectives, and the applicant’s qualifications pertinent to the proposed activities. This section should consist of not more than four single-spaced typewritten pages.

4. **Curriculum Vitae.** On standard University of Idaho form.

5. **Letters from the applicant’s administrators.** Letters of recommendation from the applicant’s college dean or unit administrator.

6. **Appendix.** Supporting documentation such as itinerary and letters of appointment or acceptance from those with whom the applicant plans to work.

Send an electronic copy of your **complete application as one document of PDF format** to sabbatical@uidaho.edu.

**SLEC Chair:** Tara MacDonald, Department of English
**Administrative support:** Joana Espinoza, Provost Office
SABBATICAL LEAVE EVALUATION FORM [rev. 7-97, 1-18]

APPLICANT’S NAME: ____________________________________________________________

SEMESTER(S) APPLIED FOR: _____________________________________________________

PURPOSE OF LEAVE: ____________________________________________________________

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the application, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.) [ed. 1-18]

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points _____

B. Benefit to University and Individual (30 points)

(Consider the following: contribution to applicant’s knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points _____

II. APPLICANT’S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points) (25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by departmental administrator and dean, including their assessment of the proposed sabbatical plan and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant’s position description.) [ed. 8-11, 1-18]

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points _____

III--SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.) Points _____

EVALUATOR _________________________________________________________________

DATE ________________________________________________ Total Points _____