

Sabbatical Leave Request

Name:

Term Requested: ___ Fall ___ Spring
___ Academic Year ___ Calendar Year (See Article 19.C.4) Year(s) _____

Eligibility: Please check the appropriate measure of eligibility: For an

Initial Sabbatical Request:

- _____ I have completed at least one year of service since being awarded tenure.
- _____ I have completed ten years of service at SMSU.

For a Subsequent Sabbatical Request:

- _____ I have completed ten years of service, following the conclusion of my last sabbatical leave. My last sabbatical leave took place in the following term(s): _____

Requests falling outside the above two options:

- _____ I have completed at least seven years of service at the university,
- or
- _____ I have at least six (6) years of service since the conclusion of my previous sabbatical leave.

Contractual Provisions: Please initial each to indicate you have read and understand these obligations:

- _____ I understand that a sabbatical leave for a semester will be granted at full base salary, and a nine-month leave will be granted at eighty percent of base salary (Article 19.C.4).
- _____ I agree to return to the university after the conclusion of my sabbatical and provide twelve (12) credits of instruction or an equivalent amount of non-credit generating faculty work for each semester of leave taken. Failing to do so, I shall refund to the university salary paid, not including benefits, during the sabbatical period (Article 19.C.3).
- _____ I agree to submit a written report of the results of the sabbatical to my immediate supervisor upon the conclusion of my sabbatical leave (Article 19.C.3).
- _____ I understand that if I fail to follow the intent of my sabbatical plan, I shall refund to the university salary paid, not including benefits, during that sabbatical period (Article 19.C.3).

Using the Minnesota State System Sabbatical Coding Scheme (Attachment A), please specify which code(s) most closely represent your sabbatical plan.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Faculty Signature:

Date:

Dept. Chair Name:

Signature/Date:

Dean/Supervisor Name:

Signature/Date:

Provost Name:

Signature/Date:

Presidential Approval: _____ Date: _____

Attach Sabbatical Plan – See Directions

Sabbatical Plan Directions

As outlined in Article 19, Section C of the *Master Agreement*, the purpose of a sabbatical leave is to enhance professional development, support department/unit goals, and/or meet the instructional, service, or research priorities of the university. The President/designee may grant a sabbatical leave to an eligible faculty member who proposes to undertake a scholarly research project, additional study, or other endeavor related to the purpose described above.

Your Sabbatical Plan should include the following:

1. In general, which of the following purposes (*Master Agreement*: Article 19. Section C) is most applicable to your sabbatical plan (more than one may apply)?
 - a. Enhance professional development
 - b. Support department/unit goals
 - c. Meet the instruction, service, or research priorities of the university.
2. What do you hope to accomplish during your sabbatical? In essence, what are your goals?
3. How do you plan to accomplish these goals?
4. How will you demonstrate your success?
5. What is your timeline?

Attachment A

Sabbatical Coding Scheme, with Definitions			
Sabbatical Codes from Minnesota State.			
Code	Category	Code	Sub-Category
A	Education	A1	<u>Degree seeking</u> : Sabbatical recipient is seeking an advanced degree, i.e. masters or doctorate.
		A2	<u>Special certification and/or licensure</u> : Candidate is pursuing a specialized license or certificate that accrues benefit to him/herself. Generally beyond the degree necessary to maintain their faculty position. An example would be specialized training as a nurse practitioner in gerontology if they already have an MSN. Another example would be pursuit of a clinical psychologist or counselor license if they already hold degree in psychology or education.
		A3	<u>Other education</u> : Essentially any formal educational pursuit that does not result in a terminal degree or specialized certification/licensure. One example might be a post-doctoral leave to gain expertise in a sub-area of the person's discipline.
B	Curriculum Development	B1	<u>Course development</u> : The candidate will focus his/her attention on the development or revision of a course or set of courses for which he/she had direct responsibility.
		B2	<u>Materials development</u> : The candidate will focus his/her attention on the incorporation of new materials or revised approaches (e.g., computerized slides of micro-organisms or computerized exercises in topography) for a course or set of courses for which he/she had direct responsibility. Seems logical to include revisions of lab manuals, workbooks, and other such curriculum-related materials here.
		B3	<u>Other curriculum development</u> : The candidate will focus his/her attention on the revision of a larger curriculum on behalf of the department/division/institution. Examples might include involvement in semester conversion for the department/division/school, or some other assignment which took curricular development to a level beyond a small, narrow revision of a course or set of courses for which he/she had direct responsibility.
C	Professional Development	C1	<u>Teaching oriented</u> : A program of personal/professional development which addresses improving one's teaching effectiveness. The activities this covers could be quite wide-ranging, from learning how to use specific computer programs enhancing one's lecture/lab presentations, to examining a trend in classroom or student assessment, to serving as a lecturer in a

			special context (e.g., at a historically Black college or at an overseas university to gain either a diversity or global perspective) which might enhance one's teaching in a general way.
		C2	<u>Research oriented</u> : A program of personal/professional development which addresses improving one's research ability/effectiveness. The activities this covers would not be seen as specifically pursuing a research agenda, like researching the effects of global warming on a specific habitat, but rather a general program intended to increase one's skills in methodology, application, or interpretation.
		C3	Not used
		C4	<u>Other professional development</u> : Generic programs of revitalization, like travel and semi-structured reading, which help faculty expand their horizons in a general, rather than specific, fashion.
		C5	<u>Creative endeavors/performances</u> : For dramatic and performing artists, the creation of works of art (poems, paintings, symphonies, etc.). This is NOT used to designate publication efforts in a specific discipline (including the arts). If the intended product of the sabbatical's efforts is a published article/book, it was generally attributed to the research function (see below).
D	Research	D1	<u>Research</u> : This category is intended to exemplify participation in specific, focused research endeavors unrelated to direct classroom incorporation (e.g., global warming, the history of wild rice production in Minnesota, emerging international marketing systems). This category is not applied to the enhancement of individual research skills (that's C2 above). This category is used for categorizing production of articles, manuscripts, books for publication.
		D2	<u>Other research</u> : Research endeavors that do not focus on specific topics and are not curricular in nature. Essentially a residual category and might include something like an apprenticeship or working in a prominent researcher's laboratory.
		D3	<u>Curricular research</u> : This category is intended to exemplify participation in research endeavors focused on the revision of a larger curriculum on behalf of the department/division/institution based on an empirically driven assessment. Examples might include examination of writing across the curriculum at the upper division, incorporation of writing or diversity in the natural and biological sciences, multi-disciplinary degree options, conversion to self-paced learning modules in a specific discipline, etc. Would seem the most relevant code for situations where sabbatical focused on visits

			to other institutions to observe different pedagogical approaches.
E	NEC	E1	<u>An old Census Bureau term, not elsewhere classified (NEC), meaning miscellaneous or residual category, that it simply doesn't fit any of the pre-established codes.</u>