

## DEPARTMENT/SCHOOL INSTRUCTIONS SABBATICAL LEAVE APPLICATIONS

The evaluation form for sabbatical leave applications is available on the [Provost's web site](#) .

**Page 1: Sabbatical Leave Request: Department and/or School Endorsement** (*2 copies—one to be retained by the dean's/director's office.*) **NOTE: for joint appointments, please include a signed endorsement page from each department and/or school.**

Departments/units and schools/college/RGS should complete the relevant section of the endorsement page. If there are multiple applications from a department or school, the rank (without ties) for the specific application must be entered on the endorsement page. **Applications that do not include a ranking will not be considered for review by the University Committee.**

**Letters Supporting Endorsements:** Letters summarizing the reasons for the endorsement and ranking of the application should be included with the application from department/unit committee and from the school/college/RGS committee. Chairs/directors, deans/vice provost need include a letter **ONLY** if their endorsement and/or ranking differ from that of the department/unit or school/college/RGS committee: Department committee, department chair, school/college/RGS committee, and dean/vice provost.

Letters from *department committees* should explain in summary form the value of the proposal to the department, school, and/or University, and identify how the proposal contributes to the individual's continuing development as a faculty member. In addition, they should include a summary assessment of the faculty member's research/creative work, teaching, and service. If there are multiple proposals from the unit, the letters should provide a rationale for the ranking of the application. When the department chair is also the committee chair, only one letter is required.

*Schools/College/RGS Committees* should provide a single letter containing evaluations on all the applications. The following format should be used for the information on each application: (1) a synopsis of the proposal and its importance, (2) an evaluation of the individual's credentials and (3) a statement providing the rationale for the committee's evaluation and ranking.

*Chairs/Directors* must provide letters only when their endorsement and/or ranking of sabbatical applications differ from those of the department/unit committee. The letter should outline the rationale for the chair's recommendation and/or ranking of the application. Chairs may include a letter when they agree with the committee's recommendations as well, but are not required to do so.

*Deans/Vice Provosts* must provide letters only when their endorsement and/or ranking of sabbatical applications differ from those of the school committee. The letter should outline the rationale for the dean's recommendation and/or ranking of the application. Deans may include a letter when they agree with the committee's recommendations as well, but are not required to do so.

**Pages 2-6: Evaluation of the Sabbatical Plan, Use of Past Sabbaticals (if applicable), and the Applicant's Record of Teaching, Research/Creative Activity, and Professional Service**

The department/unit committee (or school committee in schools without departments) should complete these pages of the sabbatical evaluation form. The comments should provide a comprehensive assessment of each component. All evaluations should be reasonably detailed and analytical. The

committee is responsible for providing substantive evaluations that are consistent with the evidence in the applicant's sabbatical plan and CV.

The *evaluation of the sabbatical plan* should address: (1) the value and benefits of the project goals to the applicant's professional development, the needs and mission of the department, and the University; and (2) the clarity and feasibility of the applicant's plan to achieve the goals outlined.

The *evaluation of the use of past sabbaticals* should address the value and benefits of the outcomes achieved.

The *evaluation research/creative activity* should address the applicant's achievements as a scholar in terms of both productivity and quality (as evidenced by the journals, publishers, exhibitions, etc., through which the candidate's scholarly or creative efforts have found outlets; grants funded; awards, etc.)

The *evaluation of teaching* should include a summary of student course evaluations, peer evaluations, and other relevant information that led to the committee's evaluation. **Do not include student course evaluations as part of the application.**

The *evaluation of professional service* should address the amount and quality of the applicant's service at all levels in light of departmental and disciplinary expectations.

**Submission to the Office of the Provost:** The candidate's application materials and all evaluation documents must be received in the Provost's office on **Monday, November 2, 2009**. The schools, College, RGS, and/or departments should establish specific earlier dates for submitting applications for review, evaluation and endorsement in order to meet the November 2<sup>nd</sup> deadline.

Contact for questions: Vice Provost Mary Lee Hummert, [mlhummert@ku.edu](mailto:mlhummert@ku.edu) or 864-4904