SABBATICAL LEAVE AWARD
Guidelines

Contents

I. General Information

A. Purpose of the Awards

Sabbatical leaves are granted for special study, research, and/or other projects that will enhance the usefulness of the person to the institution, perform service on the local, state, national, or international level, and/or bring prestige to the University. Endeavors appropriate for consideration as sabbatical leave projects include:

1. Community Service

Faculty may use the leave to help develop programs at the local, state, national, or international level. For example, a faculty member's expertise might be used in evaluating and improving existing programs, training personnel in such programs, serving in professional organizations, editing professional journals, or organizing professional meetings, provided that the time and effort required by the project justify the extended time and release from duties afforded by a sabbatical leave.

2. Professional Development

Faculty may increase their skills and effectiveness as teachers, researchers, or creative professionals, or enhance their usefulness to EMU by developing a new specialty, strengthening a current specialty, or continuing their formal education. The sabbatical leave may be used to pursue a self-designed, structured program of individual study, participate in specialized programs, work with recognized leaders in the field, or pursue graduate, professional, or postdoctoral study including work that is part of a relevant graduate degree program. **Note**: Dissertation research is an option for full-year leaves only.

3. Program Development

The sabbatical leave may be used to develop new teaching techniques, to collect materials for new programs, to develop new ways of presenting material, or to develop new curricula for implementation at EMU, to establish linkages between EMU programs and other organizations, agencies, or institutions, or to survey what is being done at other institutions as models for programs at EMU.

4. Research, Artistic, Scholarly, and Creative Activities

The sabbatical leave may be used to pursue a variety of pure or applied scholarly projects that may be interdisciplinary or focused within a discipline or area of specialization. Appropriate projects include creation, studies, or critiques of works of art or artistic performances; investigations undertaken to establish facts, principles, and techniques within a discipline; application of the principles and techniques of one discipline to the problems of another; the systematic collection, analysis, and interpretation of data to address a theoretical or practical problem; and preparation of books, articles, lectures, exhibitions, or performances that illuminate interdisciplinary connections or make theories, issues, or methods of the faculty member's discipline or specialty accessible to wider audiences.

B. Types of Awards

There are two types of sabbatical leave: two semesters and one semester. The applicant must specify which type of leave is requested and the semester(s) in which the leave would be taken. Regardless of the type of leave requested, the basic components of the proposal remain the same.

One-Semester Sabbatical Leaves will be paid at 100% of salary for one semester. There is no provision for additional Research Support.

Two-Semester Sabbatical Leaves will be paid at 50% of salary with up to an additional $12,000 in Research Support (this can be used for salary, equipment, supplies, software, travel, etc.). If SS&M or travel Research Support funds are requested, a detailed budget and justification must be included in the application. Moreover, faculty are permitted to earn 100% of their academic year base salary by combining external grant funds with their two-semester sabbatical leave salary.

Faculty members may submit proposals for both types of sabbatical leave; however, separate proposals and application forms must be submitted for each type of leave. Applicants should indicate on each application that both types of leave are being requested. When proposals for both types of leave are submitted, the scope and timeline of the proposed activity must be appropriate for the length of the leave requested. Only one type of leave will be awarded.

C. Eligibility and Restrictions

Applicants shall be faculty who have served the equivalent of 12 or more semesters of regular full-time employment as faculty with EMU since the initial appointment and since any previous sabbatical leave. The elapsed semesters need not be consecutive, but no more than two semesters will be counted from any one fiscal year.

In order to maintain the quality of instructional and research programs, sabbatical leaves shall not be granted to several members of a department concurrently. Normally, no more than 15 percent of the departmental faculty should be on leave during a given academic year. Exceptions shall be considered only upon recommendation of the department.

If a faculty member's ranked position by the University Research Sabbatical Leave Committee (URSLC) was bypassed by EMU in a previous year because it was determined that his/her absence could not be accommodated by the department because of staffing needs and the sabbatical leave was granted in a subsequent year, the minimum twelve-semester period required between applications is reduced by the number of semesters of postponement.

Time served by a faculty member on administrative appointment may be credited toward the 12-semester requirement provided the faculty member has elected to count this time upon return to faculty status as stipulated in the EMU-AAUP Master Agreement.

Time served as a department head with faculty rank will count toward eligibility for the sabbatical in accordance with the EMU-AAUP Master Agreement.

Time spent on leave without pay except professional or military leave will not be counted in determining eligibility for a sabbatical leave. Time spent on professional or military leave may be counted if conditions specified in the EMU-AAUP Master Agreement are met.

A faculty member may not be awarded a Sabbatical Leave and a Faculty Research and Creative Activity Fellowship award during the same competition year (September through April). Faculty who apply in more than one competition and are successful in two or more of these competitions must choose to receive only one award. Only one FRF or Sabbatical Leave Award is allowed during two consecutive fiscal years. (However, applicants may be awarded both a Sabbatical Leave and a Summer Research/Creative Activity Award in the same or consecutive fiscal years.)

A sabbatical project must be substantial enough to require a lengthy period of continuous full-time release from normal faculty responsibilities for its successful completion.

D. Components of the Proposal

The proposal narrative itself must be no longer than 4 numbered pages (double-spaced, single-sided, 12-point Times Roman font, 1" margins). Other proposal components include the title page/abstract/precise award requested (one page), curriculum vitae or capability statement (one page), a separate page (one page) listing internal and external awards pending or secured during the last five years including final outcomes. The narrative should be written clearly, concisely, and with a minimum of jargon. Every effort should be made to ensure that the goals, methods, and value of the project can be understood by evaluators who are unfamiliar with the project and the applicant's field of expertise.
Optional:
Appendices as appropriate (may include references, contracts, letters of permission/access, tables of contents, survey instruments, etc.). Appendices may be single spaced. Note that reviewers are not obliged to read appended material. If (a) Human Subjects or (b) Animal Care & Use or (c) Institutional Biosafety approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted, a copy of approval should be placed on file 30 days before the semester of the release.

Elements:
The Review Committee will assign heavy scoring deductions to proposals that do not comply with these technical requirements.

The single proposal file must be a pdf file and must contain the following proposal elements, labeled and in the following order. If you are providing appendices they must be included in this file.

1. *Title Page/Abstract*

- Title page (1 page): include project title; name, rank, and home department of applicant(s); brief abstract; and the precise award requested. (double space, 1" margin, 12 point Times Roman font).

2. *Narrative (Project Description, 4 pages maximum)*

a. Overview of the Project

- The applicant should explain in nontechnical terms what the project will accomplish, and place the project in a context that will help the evaluators understand how it is related both to the purpose of the sabbatical leave award and the background of the applicant. For example, the context might be the applicant's creative, scholarly, or teaching goals; department, college, or student interest in a proposed program; history, current practices, or applications in the applicant's discipline or specialty; interdisciplinary connections and applications; or the match between the needs of a community or professional organization and the applicant's expertise. This list is meant to be suggestive, not exhaustive. The narrative must be double-spaced on numbered pages in 12-point Times New Roman font with one-inch margins (timelines, figures, tables can be single spaced). *Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists. Reviewers are not obligated to follow hyperlinks.*

b. Goals and Objectives

Describe the goals and objectives of the project in specific terms related to the Purpose of the Award. A descriptive list is acceptable.

c. Project Description: Use of Time and Resources

Describe how the project will progress and the resources that are needed. Where possible, provide a realistic timeline or benchmarks. If Research Support funding is requested, a detailed budget and justification must be included. Applicants whose projects have a research component should include a brief review of the literature and should explain the research methodology. Enough detail must be included for the evaluators to assess both the need for the extended period of full-time release and the likelihood of the project meeting its stated goals.

Be realistic. If the period of the sabbatical leave is not sufficient to complete the project, describe what will be done before and during the period of the leave and briefly describe the follow-up that will be necessary afterward.

d. Project Outcomes

What benefits are likely from this project? What is the value to the applicant, to EMU, or to the wider community? Be as specific and concrete as possible. The narrative should establish how project outcomes are related to the stated goals of the project and to the Purpose of the Award.

3. Capability Statement/Likelihood of Success: Applicant Background, Preparation, and Track Record *or* Curriculum Vitae

Statement (1 page maximum): One page detailing the applicant's likelihood of

completing the project. The page can take the form of a narrative (1 page maximum) addressing the applicant's qualifications and capability of successfully completing the project or a CV (1 page maximum) of applicant's disseminated scholarly/creative activities over the past five years, or a combination of narrative and CV (1 page maximum). Any narrative must be double-spaced in 12-point Times New Roman font with one-inch margins; any CV portion may be single-spaced in 12-point Times New Roman font with one-inch margins. Describe the background and qualifications of the applicant that bear directly on the project and, if relevant, the applicant's access to necessary infrastructure (equipment, supplies, materials, collaborators, expert consultants, and so on). In addition to specialized knowledge and skills that may be required for the project, the applicant's record of accomplishment in completing projects and setting and accomplishing professional goals is an important predictor of success. Accomplishments in any area of professional life (teaching, scholarly/creative activity, service) may be cited to establish the likelihood that the applicant will meet the goals and objectives of the sabbatical leave project, provided that the relevance of the accomplishments is clearly established in the narrative. If there is a deficiency in the applicant's background related to the proposed project, the applicant should state how this deficiency would be remedied (e.g., working with another person, training or education, use of consultants). Where appropriate, applicants may cite specific items or sections of the CV in the narrative as evidence of preparation or qualifications.

4. *List of Fellowships, Grants, Awards Applied for or Received (1page maximum):*

On a separate page, list all internal and external grants, fellowships, sabbaticals, or other awards either **pending or received** over the last five years. For each item, specify the funding source, amount of the award, the applicant's role in the project (principal investigator, co-principal investigator, project administrator, consultant), and the outcome of the proposal (funded/unfunded) or your current stage in the process of dissemination. If no outcome is listed, the committee will assume there was NO outcome to report. For external awards, provide the ORDA project number. The list of internal/external awards may be single spaced but must be in 12-point Times New Roman Font with one-inch margins.

If no fellowships, grants, or awards have been applied for or received over the past five years, this page must still be included with the word 'None' in the appropriate places.

5. *Appendices (Optional):*

If appropriate, an appendix may be attached. It is not considered part of the four-page narrative. Single spaced text is acceptable. Reviewers are not obliged to read appended material. If (a) Human Subject or (b) Animal Care & Use or (c) Institutional Biosafety approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted a copy of approval must be placed on file 30 days before the semester of the release.

Items in the appended material may be cited and their relevance explained in the proposal narrative. Neither the required documents nor the materials that applicants choose to

provide here should be presumed to speak for themselves.

It is helpful to reviewers if the cited items and sections are highlighted so that they are easy to find. Applicants may highlight sections of the Vita or other appended materials by underlining, using bold or italic type, placing marks in the margins, or any other means that draw the reader's eye to the section without sacrificing readability. The goal is to make it easy for reviewers to locate and read cited material.

  a) If a **Bibliography or List of References** is included, it should include only those works cited in the proposal.

  b) **Letters of Permission/Access**, if permission to use materials or for access to a lab, archive, or other resources is required to complete the proposed project, the applicant should obtain and append letters granting the necessary permission or access. Text from e-mail correspondence is acceptable. Approval forms for research involving human subjects or animals should be included in this section. External letters (these should be attached as appendices) are appropriate only for the purpose of demonstrating that perceived obstacles to the success of the project have been overcome (e.g., a contract from a publisher; access to work sites or exhibit space, data sets, clinical subjects, supplies and equipment; agreements to collaborate; specialized expert consultation). Letters of support from colleagues either within or outside the University are neither required nor appropriate.

  c) **Optional Supporting Material** Applicants may submit other material that they believe would be helpful to reviewers, but each optional item should be cited individually and its relevance explained in the proposal narrative. Applicants are asked not to include internal and external letters of support other than the letters of permission/access described above. If such letters are included, they will be disregarded by the evaluators.

E. Required Final Report

1. At the conclusion of the leave the faculty member is required to submit to the University Research and Sabbatical Leave Committee a report detailing the project activities and results. The report must be received by the Associate Provost and Associate Vice President for Graduate Studies (AVP-GSR) no later than the end of the first full semester after the leave was taken.

2. Reports may be mailed as hard copy (200 Boone); a more convenient and economical alternative is to send your report as an e-mail attachment in Word or PDF format to emu_internalresearchawards@emich.edu. The AVP-GSR will log the report in as received, and then forward copies to the department head and college dean, and to the University Library Archives.

3. The AVP-GSR monitors compliance with final-report requirements. Until a final report is filed, award recipients will not be eligible for future internal funding and, as stated in the EMU-AAUP collective bargaining agreement, may have their pay withheld. It shall be the responsibility of the AVP-GSR regarding appropriate action in the event of a faculty

member's failure to submit a final report.

F. Other Responsibilities and Protections

1. Return to Service

Faculty members on sabbatical leave shall agree to return to service with EMU for two semesters in the year immediately following expiration of the leave, or to reimburse to EMU an amount equal to the salary and fringe benefits paid by EMU during their leave, unless this obligation is specifically waived or deferred by the President. In cases of death, accident, or illness causing the faculty member to be unable to return, this obligation shall be waived.

2. Contractual Rights

During a sabbatical leave, an individual's contracts with the University shall remain unimpaired. In particular, individuals shall retain the right to vote and have the same opportunity for input as other faculty members who are not on leave, and shall be eligible for all scheduled adjustments and for all other applicable benefits that would have been provided to them by the University if they had not been on leave.

Applicants should be aware that two-semester sabbaticals may impact the amount of retirement contributions because of the reduced salary amount for that period; for details, consult the Office of Academic Human Resources. Faculty are not permitted to be evaluated for a promotion or a full professor salary adjustment during a sabbatical leave award semester.

3. Conflict of Interest

Funds cannot be released to award recipients until the EMU Outside Interests Disclosure Form has been completed for this project.

4. Revision or Alteration

The awarded proposal (including the budget) requires prior written approval by the (AVP-GSR). If an award recipient fails to abide by this policy, the AVP-GSR will document that fact with the URSLC at the time of the person's next submission for an internal award.

II. Procedures

A. Calendar for Proposal Submission

Applicants must adhere to internal deadlines. After submission, proposals may not be altered in any way.

Deadlines are as follows (if any of the dates below are on a weekend, the Monday date is used):

January 31st: Submission of proposals via EMU's proposal submission portal (https://emich.infoready4.com); login with your EMU NetID credentials. **(Please allow yourself adequate time to answer our application questions in InfoReady and for Infoready to accept your proposal)**

April 1st: Applicants will be notified of award decisions by the Provost and Executive Vice President.

B. *Submission Procedure*

- Login to EMU's proposal submission portal with your EMU NetID credentials (https://emich.infoready4.com/)
- Enter your application information in the required fields.
- Upload your proposal. *All proposal elements should be combined into one pdf file.* The name of the pdf must be applicant's last name, first name, award, and year. Example: **Smith_Johanna_Sab 1sem_2024 (or Sab 2sem)**
- Proposals may not be altered in any way after they are uploaded to InfoReady Review.
- Each person may submit no more than one full-year proposal and one half-year proposal each year.

Enter your application information in the required fields. The applicant must supply all requested information including the type of project. Although some projects may have components that fall into more than one of the four categories described in the Purpose of the Award, candidates should determine the primary focus: community service, professional development, program development, or research/artistic/scholarly/creative activity. Each type of project is valuable to both the faculty member and the institution, but the value is measured in different ways for different types of projects. It will be much easier to make a strong case for a project and for the evaluators to assess its likely benefits if a single category is identified and the proposal is written with that in mind.

For two semester sabbaticals where research support funding is being requested, a detailed budget and justification for these funds must be entered into the required fields. This should include a breakdown of expenditure by category (salary, travel, equipment, publication costs, etc.) and the relevance of this expenditure to successfully completing the project.

C. *Procedures for Proposal Evaluation and Feedback*

1. University Review

The URSLC reviews, rates, and ranks all proposals using the Sabbatical Leave Award evaluation form. Problems related to staffing, eligibility of the applicant, or other concerns unrelated to the merit of the proposal will not be considered by the committee members.

Applications are evaluated on:
a) Title Page & Abstract: Abstract is understandable and addresses specific purposes of the award (double space, 1" margin, 12-point Times New Roman font).
b) Project Description: Need/significance within the discipline is addressed. Goals and objectives are worthwhile, clearly stated, and feasible (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, tables can be single spaced).

c) Project Implementation: Well-conceived work plan, methodology and timeline. Outcomes assessment is included (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
d) Budget/Release Time Justification: Scope of work is appropriate for requested time. Justified, line-item budget if money is requested (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
e) Benefits: Proposal discusses the overall benefit(s) to the applicant, to students, to the discipline, to EMU, and/or to the community. Benefits can include collaborative relationships, external funding, patents or copyrights, publication, artistic works, or performances, and learning opportunities for EMU students (double space, 1" margin, 12-point Times New Roman font).
f) Capability/Short Curriculum vitae: Applicant's previous scholarly/creative activities suggest they can successfully achieve the project goals in the stated time. Titles of internal awards (Summer, FRF or Sabbatical) received during the last five years, including final outcomes (presentations, publications, other disseminations). Applications submitted for external funding and funding decisions during the past five years (external funding decisions and outcomes are not required). (Double spaced narrative; CV can be single spaced, 1" margin, 12-point Times New Roman font).

Please see the URSLC Sabbatical Evaluation Form for the detailed scoring rubric. (http://www.emich.edu/research/development/funding/sabbatical-leaves.php)

The committee may also vote to recommend against funding a proposal because of reservations about its significance, quality, or value, the ability of the applicant to complete it, incompatibility with the purposes of the award, or for serious technical violations. If the committee recommends against funding a proposal, a rationale for the recommendation will be included in the recommendation to the Provost and Executive Vice President.

The URSLC forwards its recommendations and rankings to the Provost and Executive Vice President, who makes the final decision and notifies all candidates of the outcome.

2. Feedback to Applicants

If requested, the University Research and Sabbatical Leave Committee chair will share with applicants the strengths and weaknesses of their proposal as perceived by reviewers, as well as its score and ranking. The committee chair will not disclose the scoring forms, written comments, or identities of individual reviewers.

9/28/23