

# Sabbatical Leave Award Guidelines Summary

*This is a summary only; please refer to the full Sabbatical Leave Award Guidelines when completing your application*

## **Purpose and Nature of the Award**

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: Community Service; Professional Development; Program Development; and Research, Artistic, Scholarly, and Creative Activities.

## **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 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.

## **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. Please refer to Section C of the full Sabbatical Leave Award Guidelines for additional eligibility and restrictions information.

## **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 31<sup>st</sup>: 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 1<sup>st</sup>: Applicants will be notified of award decisions by the Provost and Executive Vice President.

## **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)**
- To qualify for Committee review, all application information and the uploaded pdf version of the proposal must be accepted and repositied by InfoReady no later than 23:59:59 (11:59:59 pm) on the deadline date.
- 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.

### **Proposal 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.

- 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).
- Project narrative (4 pages maximum): project description, project implementation plan, time justification, detailed budget and budget justification (only required for two-semester sabbaticals seeking research support money), and benefits. The narrative must be double-spaced on numbered pages in 12-point Time 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.*
- Capability Statement/Likelihood of Success: 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.
- A separate page (1 page) listing: 1) internal awards (Summer, FRF, Sabbatical) pending or secured during the last five years, including final outcomes (a list of relevant presentations, publications, grant applications, etc.) or your current stage in the process of dissemination. If no outcome is listed, the committee will assume there was NO outcome to report. 2) external grant applications in the previous 5 years (funding decisions and outcomes are not required). The list of internal/external awards may be single spaced but must be in 12-pt. 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.

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 your approval must be placed on file 30 days before the semester of the release.

## **Evaluation Criteria**

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 wider 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 Statement/Likelihood of Success: 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, grant proposals, and other disseminations). Applications submitted for external funding 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 University Research and Sabbatical Leave Committee (URSLC) Sabbatical Evaluation Form for the detailed scoring rubric.

( <http://www.emich.edu/research/development/funding/sabbatical-leaves.php> )

## ***Additional Restrictions and Allowances***

- a) Faculty members who apply for both a one-semester and two-semester Sabbatical Leave Award, and are successful, must choose to receive only one award.
- b) A person may not be awarded a FRF and a Sabbatical Leave Award during the same academic year (September through April). Faculty who apply for both and are successful must choose to receive only one award. (However, applicants may be awarded both a Sabbatical Leave and a Summer Research/Creative Activity Award in the same or consecutive fiscal years.)
- c) Only one FRF or Sabbatical Leave Award is allowed during two consecutive fiscal years.

## ***Feedback to Applicants***

If requested, the URSLC 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.

## **Requirements of Award Recipients**

- a) **Human Subjects, IACUC or 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.
- b) **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.
- c) **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.

- d) **Conflict of Interest** - funds cannot be released to award recipients until the [EMU Outside Interests Disclosure Form](#) has been completed for this project.
- e) **Revision or Alteration** - of an awarded proposal (including the budget) requires prior written approval by the Associate Provost and Associate Vice President for Graduate Studies and Research (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.
- f) **Final Report** – At the conclusion of the leave the faculty member is required to submit to the URSLC a report detailing the project activities and results. The report must be received by the AVP-GSR no later than the end of the first full semester after the leave was taken.
  - 1. 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](mailto: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.
  - 2. 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.

Rev 9/12/23