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.

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.

Deadline 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.

April 1st: 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.
- Proposals may not be altered in any way after they are uploaded to InfoReady Review.

Proposal Elements
The single proposal pdf file must contain the following proposal elements:
• Title page (1 page) include project title; name, rank, and home department of applicant(s); brief one-paragraph abstract; and the precise award requested. Beginning fall 2016, no DH/SD/Dean signatures and no rankings are to be included.

• 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-pt. font with one-inch margins. Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists.

• Short CV (2 pages maximum) emphasizing the applicant’s most recent scholarly activity.

• A separate page (1 page) listing internal and external awards pending or secured during the last five years.

• Appendices as appropriate (may include contracts, letters of permission/access, tables of contents, survey instruments, etc.). Note that reviewers are not obliged to read appended material.

**Evaluation Criteria**

Applications are evaluated on:

a) Title Page & Abstract: Abstract is understandable and addresses specific purposes of the award.

b) Project Description: Need/significance within the discipline is addressed. Goals and objectives are worthwhile, clearly stated, and feasible.

c) Project Implementation: Well-conceived work plan, methodology and timeline.

d) Budget/Release Time Justification: Scope of work is appropriate for requested time. Justified, line-item budget if money is requested.

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.

f) Capability/Short Curriculum vitae: Applicant is active professionally, has relevant qualifications and a record of scholarly/creative activity.

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

c) Only one FRF or Sabbatical Leave Award is allowed during two consecutive fiscal years.

**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.
**Requirements of Award Recipients**

a) **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.

b) **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.

c) **Final Report** – 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 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. The Associate Provost will log the report in as received, and then forward copies department head and college dean, and to the University Library Archives.

2. The Associate Provost 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 Associate Provost to report to the Provost and Executive Vice President regarding appropriate action in the event of a faculty member's failure to submit a final report.