

DIRECTIONS FOR SUBMITTING

PROFESSIONAL DEVELOPMENT LEAVE APPLICATIONS (For Sabbatical & Faculty Development Leaves)

A. The applicant must do the following:

1. Fill out the application cover page and sign the statement at the bottom. Items listed below should be attached to the cover page in the order listed.
2. Write a detailed description (**maximum of six DS, 12 point typeface pages**) of how you propose to spend your professional development leave.

The Professional Development Leave Committee will evaluate your proposal on the following criteria:

- a. Purpose of the leave (6 pts.) Explain the overall purpose of your leave request and the time period of your leave. State what you intend to accomplish during the leave, itemizing your specific goals.
- b. Justification/Background (10 pts.) Explain within the context of your job assignment, the background for your goals and why this leave is needed. Specifically, justify why your proposed goals cannot be achieved without a leave and how your accomplishments during this leave will make you more effective in your job assignment.
- c. Plan/Methodology (15 pts.) State in detail how you plan to accomplish each of your goals, explaining the time-line for each goal, travel sites (if applicable) and how the expenses (if any) will be met. Indicate who you may be collaborating with, if applicable, and how this collaboration will help accomplish your stated goals. Discuss any pending or planned applications for additional monetary support for the proposed leave project.
- d. Anticipated outcomes (15 pts.) After the completion of your leave, list specifically the outcomes and how will each of these benefit your department, unit or the university and improve your effectiveness as a faculty member upon return.
- e. Accomplishments during the period since last leave/appointment (35 pts.) (If you have never had a leave, list your accomplishments since the date of initial appointment at the university.) The accomplishments should include professional experience; professional papers and talks; leadership activities; publications; research, scholarly, or creative effort completed or in progress; community professionally-related outreach activities and service; other accomplishments and recognition of significance.
- f. Letters of support (10 pts.) Submit letters of support from your supervisors, which should include ranking of the application (if there are multiple applications from the same

department or unit) stating how your department or unit will benefit from your leave. The support letter must give a description of what accommodations need to be made during your absence by the department or the unit. Provide support letters from sponsors, support for office or lab space and monetary support for any salary, materials, travel or related expenses for your leave period. Points will be awarded based upon the strength of the internal letters of support as well as the extent of support from the sponsors, if any. Provide Letters of Support using the forms attached to these instructions. Letters other than supervisors or external support will not be considered.

- g. Years since last leave (1 pt. for each year over six years and up to a maximum of 9 pts.)

The Professional Development leave committee utilizes the rating sheet attached to these instructions. They will also consider the context of the proposal in relation to literature in the field and current research as well as the probability of whether or not the goals can be accomplished. It is essential that the applicant provide sufficient detail for the committee to make a proper evaluation.

3. Provide an abbreviated CV (4-6 pages) providing the following information:
- a. Education (institutions, degrees, and year awarded).
 - b. Professional positions held.
 - c. Professional papers, shows and talks presented.
 - d. Publications with complete citation data, including dates and page numbers, co-authors, etc.
 - e. Other research, scholarly or creative effort not included in c, d, or 4 below:
 - 1) Completed (include dates)
 - 2) In progress
 - f. University leadership activities, including departmental, college, university and system duties and committee assignments.
 - g. Professionally related community activities and service.
 - h. Job responsibilities at present time, to include number of credit hours taught and approximate class size (explain any major shifts of job responsibilities in past few years).
 - i. Memberships in professional organizations (include dates and any offices held).

- j. Other professional activities of note (editing journals, reviewing, etc.).
 - k. Other accomplishments and recognitions of significance.
4. Submit the following to the department chair or supervisor by the deadline they provide:
- a. Signed original application cover page & attachments (Items A 1,2, & 3)
 - b. An electronic copy of the application & attachments
 - c. Letter of support form(s) for department chair, supervisor, and dean or vice president
 - d. Original letter of support from external organization, if applicable
- B. The Department Chair or Supervisor is responsible for:
- 1. Writing a letter of support to the dean or vice president evaluating the items contained on the letter of support form.
 - 2. Submitting to the dean/vice president the original application & attachments (Items A. 1,2,& 3), an electronic copy of the application & attachments, and original external support and department chair or supervisor letters by the deadline specified by the Vice President or Dean.
- C. The Dean/Vice President is responsible for:
- 1. Writing a letter of support to the Professional Development Leave Committee addressing the items contained on the letter of support form.
 - 2. Forwarding the original application & attachments (Items A. 1,2, & 3), an electronic copy of the application & attachments, and original external support, department chair/supervisor, and dean/vice president's letters to the Executive Vice President and Provost's office, retaining one copy at the Dean/Vice President's office, by the third Monday in September.
- D. The Executive Vice President & Provost's office will review the applications for completeness and attend to providing the Professional Development Leave Committee members with electronic copies of all completed applications and scheduling the first meeting of the committee.
- E. The committee chair will convene the Committee to review the applications against the selection criteria given on the attached rating form, and will submit the Committee's recommendations, in a rank-ordered list, to the Executive Vice President & Provost.