

## Sabbatical Awards

(For NTT, T/TT faculty represented by TU-TAUP CBA only)

### Purpose

The purpose of sabbaticals shall be to pursue professional development, to conduct research and/or creative activities, and/or to develop methods and materials to improve teaching and curricula with the outcome of increasing the individual's future contribution to the University. All eligible faculty members are encouraged to apply.

### Eligibility/Limitations

**Please refer to Article 24 of the current TU-TAUP Collective Bargaining Agreement for complete sabbatical information.** All tenured, tenure track and non-tenure track faculty from schools/colleges represented by the TU-TAUP Collective Bargaining Agreement that meet the following criteria are eligible to apply for a Sabbatical Award:

- Sabbaticals are awarded only for meritorious proposals.
- A faculty member on the tenure track, but not yet tenured, may apply for a sabbatical to be taken in the fourth or fifth year of full-time service at Temple. If a tenure track faculty member's probationary period has been extended, his/her time to apply for a sabbatical will be adjusted accordingly. Please note that sabbaticals taken by tenure track faculty do not stop the tenure clock.
- A tenured or tenure track faculty member who receives a sabbatical shall not be eligible to apply for another sabbatical until he/she has accrued six additional years of service at Temple, not including any unpaid or paid leaves. A tenured or tenure track faculty member with fewer than six additional accrued years of service at Temple nonetheless may apply, provided that he/she has secured the prior approval of his/her dean or the Provost. If all sabbaticals for eligible tenured or tenure track faculty are not used in a particular year, then those with fewer than six years accumulated after his/her last leave who have applied after obtaining approval from the dean or Provost will be considered at the Provost's discretion.
- Non-tenure track faculty who have completed ten years of full-time service at Temple shall be eligible to be considered for a sabbatical. Non-tenure track faculty who have accrued more than six years of full-time service nonetheless may apply for an early sabbatical, provided they have secured the prior approval of their dean or the Provost.
- A non-tenure track faculty member who receives a sabbatical shall not be eligible to apply for another sabbatical until he/she has accrued ten additional years of service at Temple, not including any unpaid or paid leaves. A non-tenure track faculty member with fewer than ten additional accrued years of service at Temple nonetheless may apply, provided that he/she has secured the prior approval of his/her dean or the Provost. If all sabbaticals for eligible non-tenure track faculty are not used in a particular year, then those with fewer than ten years accumulated after his/her last leave who have applied after obtaining approval from the dean or Provost will be considered at the Provost's discretion.
- A Summer Research Award cannot be combined with a sabbatical in the same twelve-month academic year period. Please note that in accordance with Article 20.A.8.a of the current TAUP Collective Bargaining Agreement, the academic year is defined as being divided into three academic semesters-Fall, Spring and Summer.
- Faculty members granted a sabbatical or leave described in Article 24 will be required to return to his/her position at Temple for at least one year.
- Faculty members granted a sabbatical must submit a summary report to their department chair, dean, Vice Provost for Faculty Affairs ([vpfac@temple.edu](mailto:vpfac@temple.edu)) and the Provost within 30 days of sabbatical project completion.
- Faculty are not eligible to receive a sabbatical while serving as department chairs.

### Application Submission

In addition to meeting all eligibility criteria, sabbatical award applicants must produce the following for consideration:

- A completed, signed Sabbatical Award Application form with the endorsement of one's department chair and dean;

- A 4-part written proposal (not exceeding 5 double-spaced pages);
- An up-to-date curriculum vitae (CV); and
- IRB approval documentation if the sabbatical project involves human subjects.

Incomplete applications will not be considered.

Applications will be collected and submitted by deans' offices.

### Guidelines for the 4-Part Written Proposal

Written Proposals **should not exceed five double-spaced pages**. The length of any appendices should be limited. The proposal should be self-contained and not rely on any appended material not otherwise specified.

**In writing your proposal, please be mindful that not all sabbatical committee members will be from your field of expertise.**

#### 4-Part Proposal:

- **The first section of the proposal should be an abstract of no more than 250 words explaining your sabbatical project proposal.**
- **The second section of the proposal should argue for the importance of the project.** If the project is connected to your previous work, please explain how it will extend that work. If the project is designed to take you in a new direction, please explain how that direction will enhance your professional development.
- **The third section of the proposal should establish the feasibility of the project through an explanation of what you plan to do.** If the project is a scholarly one, you should explain what you plan to do and when you plan to do it as clearly and concisely as possible. If the project will require resources beyond those for which you are applying, you should explain how you plan to obtain those additional resources. If the project requires the collaboration of others, you should provide evidence that you can get that collaboration.
- **The fourth section of the proposal should return to the issue of the project's importance, this time by explaining as clearly as you can what products will come of it.** These products could include publications, presentations, performances, and curricular materials, among other possibilities.

### Curriculum Vitae (CV)

Provide an up-to-date curriculum vitae (CV).

- If you have received previous sabbatical, grant-in-aid or summer research awards of any sort, please highlight the products that resulted from those awards in your CV.

### Consideration/Awards

Applicants must submit all application materials to their Department Chair and Dean for review.

**Please keep in mind any internal application deadlines that may be imposed by your school/college.**

Deans' Offices shall forward to the Office of the Vice Provost for Faculty Affairs all sabbatical applications along with their recommendations (electronically via Canvas) by **the advertised award deadline: Friday, October 30, 2020.**

Award decisions are based on three primary criteria: 1) the importance of the project, 2) the feasibility of the project, and 3) the applicant's record of effective use of previous awards.



# University Sabbatical Award Application Form 2020-2021 (Effective 2021-2022)

Name: \_\_\_\_\_ TUID: \_\_\_\_\_ Application Date: \_\_\_\_\_

School/College: \_\_\_\_\_ Department: \_\_\_\_\_

Appt. Type: Non-Tenure Track (NTT) \_\_\_\_\_ Tenure Track \_\_\_\_\_ Tenured \_\_\_\_\_

Rank: Instructor \_\_\_\_\_ Assistant \_\_\_\_\_ Associate \_\_\_\_\_ Professor \_\_\_\_\_

Highest Degree Earned: \_\_\_\_\_ Total Consecutive Full Time Faculty Service (in years): \_\_\_\_\_

**I am applying for a sabbatical for the [Check only one.]:**

Fall 2021 semester only \_\_\_\_\_ Spring 2022 semester only \_\_\_\_\_  
2021-2022 academic year\* (Fall 2021 and Spring 2022) \_\_\_\_\_

**\*NOTE: Full year sabbaticals affect your salary and benefits.  
Consult Article 24 of the TU-TAUP CBA for specifics.**

Have you received a sabbatical, grant-in-aid or summer research award within the last 10 years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which award(s) and for which semester(s)/year(s): \_\_\_\_\_

**For the most recent sabbatical award (if applicable), please attach a copy of the written report which you submitted to the Provost.**

Proposed Sabbatical Project Title: \_\_\_\_\_

Does your proposed sabbatical project involve the use of human subjects? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please note that all projects involving the use of human subjects require Institutional Review Board (IRB) approval. Any potential sabbatical award will not be finalized until such approval is obtained.  
Please submit all relevant documentation regarding IRB approval with your application.**

Check which of the following applies:

\_\_\_\_\_ Project has been approved by IRB and documentation is included with my application

\_\_\_\_\_ IRB approval is pending and will be submitted to the Vice Provost for Faculty Affairs by [date] \_\_\_\_\_

\_\_\_\_\_ Project does not require IRB approval

**By signing below, I acknowledge that I have read all sabbatical application guidelines and eligibility requirements and hereby agree to abide by all.**

Applicant Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

**Please be mindful of any internal school/college award deadlines.**

Your application (complete, signed application form; 4-part written proposal; up-to-date curriculum vitae; and IRB documentation (if applicable)) must be submitted to your Department Chair and Dean's Office for review.

**FOR ADMIN. USE ONLY**

Dept. Chair Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**School/College Deans' Offices will forward all complete applications to the Office of the Vice Provost for Faculty Affairs for consideration via Canvas by October 30, 2020.**