

# FACULTY SABBATICAL LEAVE PROPOSAL INSTRUCTIONS

**Purpose:** Sabbaticals are awarded to full time, tenured faculty and department chairs for scholarly and artistic work, research, and advanced study that requires time beyond traditional responsibilities or time-sensitive effort for completion.

Each sabbatical leave proposal must include the following items in the order listed. Each item shall be *clearly labeled*. The maximum length of the application (Parts I and II) is ten pages.

## **Part I. COVER PAGE (1 page) ~ Use Cover Page template provided.**

1. **Type of Award:** FACULTY SABBATICAL LEAVE
2. **Applicant Information:** Name, Department, Office, Phone, e-mail, appointment date, previous leaves
3. **Requested Leave Period:** Provide semester or academic year you wish to take your leave. Leaves are for one semester at full pay or two semesters at 65% of salary. (If another semester is suitable, please indicate.)
4. **Other Current FDA Award Applications:** Identify other FDA award applications within this cycle and if applications are co-dependent. Ex. Grant Proposal
5. **Title of Project:** Provide project title, IRB/IACUC/IBC Approval # or status if applicable, if not note this. (This information is only for committee review and will not impact proposal scoring.)
6. **Short Project Description:** 200 words maximum – similar to an abstract
7. **ELECTRONIC SIGNATURE:** Be sure to sign and date the cover page

## **Part II. PROPOSAL BODY (9 pages maximum, numbered, single spaced, 12-point font)**

Write the proposal body utilizing the format and evaluation criteria provided, address all requirements:

### **DIMENSION 1: OVERALL QUALITY (50% Weight)**

- Meets the purpose of the program (a1, a2)
- Follow the requested format (b1)
- Address all requirements of the application (b2)
- Present logical, reasoned argument (b3)
- Effectively convey project information in a manner that those outside one's own academic discipline are able to understand (d1)

**Detailed Project Description:** Provide background information, project importance, purpose, procedures and timeline, outcome(s), how outcome(s) will be achieved and evaluated in a thorough, coherent, and non-technical manner.

1. *Background:* Present sufficient background information (b3)
2. *Importance:* Address why the project is crucial or how it addresses a pressing problem? – The Why (b3,c2)
3. *Purpose:* State the purpose of the artistic work / research / advanced study, etc.? What do you hope to discover, learn, develop, or accomplish? (b4)
4. *Procedures:* Discuss how the project will be completed including Who, What, When, Where (b5)
5. *References:* Provide adequate academic references and in-text citation (b6) \* may be included in appendices\*
6. *Outcomes:* Identify specific outcomes / products from the project using SMART goals (b7)
  - a. **Specific**
  - b. **Measurable**
  - c. **Action Oriented**
  - d. **Realistic**
  - e. **Time-oriented**
7. *Timeline:* Provide a tentative timeline that is feasible for the project (b8)
8. *Criteria:* State fair criteria for evaluating the success of the project by the FBC and Provost (b9)
9. *Urgency:* Explain if the project requires time-sensitive effort/action (c1)

### **DIMENSION 2: OVERALL VALUE (30% Weight)**

**Value of Project:** State the specific value (utility, merit, worth, or advancement) of the project related to each of the following:

1. *Professional Growth and Status:* (e1)

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- a. Professional development (advancement of knowledge, skills, etc.)
- b. Advancement in rank or position
2. *Teaching and Students: (e2)*
  - a. Academic Development
  - b. Effectiveness of faculty (Improved teaching and instruction for students in classroom, field settings or online)
  - c. Coaching and mentoring students' research or creative project
3. *Scholarship and the Scholarly / Artistic Community: (e3)*
  - a. Advance ongoing scholarly research or creative activities, advanced study or artistic performance
  - b. AND Potential impact on scholarly / artistic community
4. *The University: Advance or develop community, regional or national reputation (e4)*
5. *The Non-Academic Community: Must include at least one of the following: (e5)*
  - a. The general, non-academic community
  - b. Public sector, government, education, social service community
  - c. Private sector, business, commercial, retail or industrial community

## DIMENSION 3: OVERALL DILIGENCE (20% Weight)

### Applicant Background and Diligence Relevant to This Project:

1. *Applicant Background:* Address the probability that the project will be carried out by including:
  - a. Attainability of goal(s) statement (f1)
  - b. Relevant research, education, teaching experience (f2)
  - c. Previous successes / accomplishments – publications, presentations, references, creative activities, grants, ect. (f2)
2. *Other Support, Funding and Commitments:* Discuss all other funding sources examined and other commitments.
  - a. Support – Discuss Intra or Extramural support for the project (g1)
  - b. Funding – All supplemental funds, including any compensation that you have received, may receive OR have investigated in relation to this project (g1)
    - i. Applicants should specifically address the availability of funds at the department level and encourage their chair/program director to confirm statement(s) in their letters.
    - ii. If investigations took place and no other funding is available, state this.
  - c. Commitments: List other current and potential commitments (those for which you have applied), from NKU and/or other institutions (g2)

NOTE: Supporting documents should be included in the Appendix with corresponding title(s) (h1)

## **Part III. APPENDICES** - Be sure to label all supplemental materials.

1. **Supporting Documentation.** Include all supporting documents. For example, this may include letters from collaborators, publishers, or individuals, groups, or organizations that may provide support for your project. Be sure to label (h1)
2. **Vita:** (maximum length of three pages) (h1)
3. **Previous Faculty Development Awards (FDA):** List by year in reverse chronological order all previous Faculty Benefits Committee (FBC) Faculty development Awards (FDA). For each FDA provide a copy of the completion form OR a statement of the outcome of the FDA. For previous sabbaticals, describe how the requirement to provide an "opportunity for others in the NKU community to learn about the results of your work" (Section XII.A.4 of the Faculty Handbook) was met. *NOTE: Faculty who have not completed reports for past FBC awards are not eligible. To confirm that you have submitted all FDA reports contact the Faculty Senate secretary, Grace Hiles ([hilesq1@nku.edu](mailto:hilesq1@nku.edu)).* (h1)
4. **Internal Support:** Dean/Chair letters should indicate strong support and merit of the proposal.(h2)
5. **References:** \*May be included in appendices to save space on Proposal Body Section\*

NOTE: If applying for two or more faculty development awards be sure to make this clear in each proposal. Also be sure to note if proposals are co-dependent. Be sure to create a unique FDA proposal for each award type.