CCAS Sabbatical Application Instructions and Rubric Criteria

Applicant:
Department:
Short title:

APPLICATION MATERIALS CHECKLIST:
- Abstract: yes   no
- Project narrative: yes   no
- Applicant CV: yes   no
- Supplementary material: yes   no
- Chair letter: yes   no
- External letter(s):   yes   no   n/a

APPLICATION FORMAT
- The sabbatical application should NOT exceed 5 pages and MUST include:
  - *Project abstract* (250-word limit)
  - *Project narrative* (should include a project description, significance, methods, timeline, faculty preparation, plan for dissemination, service history, and outcomes from past sabbatical projects, if applicable—for pre-tenure sabbaticals, mission relevance and student engagement should also be included)
- In addition to the application form, these required supporting documents should also be uploaded to BlueLine (they do not count towards the 5-page limit):
  - *Bibliography*
  - *Applicant Curriculum Vita*
  - *Additional documentation*, if applicable (contracts, letters from editors, letters from project collaborator or invitations from another institution, a list of applications for external funding that has been made in connection with this application, etc.) If and when funding is assured, a copy of the notification should be sent to the College Sabbatical Review Committee chair.
  - *Letter of support from the chair of your department*. You should request a confidential letter from your chair addressing how your proposed sabbatical will enhance your professional development and prepare you for advancement in rank. The chair's letter should draw on the latest performance review, which the faculty member must have completed to be eligible. If needed, the faculty member may propose an external evaluator (subject to approval by the Dean) in lieu of the chair.
- The sabbatical application must utilize, 1" margins, 11-pt or higher standard fonts (i.e. Times New Roman, Cambria, Helvetica, Arial), and no more than 6 lines per vertical inch.
- The sabbatical application must be combined into one PDF document (excluding chair's letter and external letter(s). <u>All materials submitted by the applicant must be turned in by the deadline and meet the general formatting requirements in order to be considered for a sabbatical.</u>

COMMITTEE REVIEW PROCEDURE
The committee will assess the applications according to the following criteria (See Sabbatical Rubric for specific details):

- Project description is detailed and clear for non-specialists.
- Applicant clearly explains significance of work to professional development.

- Methods are clearly articulated and linked to proposed outcomes.
- The project is feasible within the proposed timeframe.
- The faculty member is prepared to conduct the proposed work.
- Description of scholarly impact and dissemination is thorough and clear.
- Applicant demonstrates a commitment to service engagement to the University, College, and Department (appropriate according to rank). While service to the profession is valued, it alone is not sufficient to satisfy the service rubric component. A service record will not compensate for a weak application.
- Past leaves have led to concrete results (If applicable).

Additional criteria for Pre-tenure Sabbaticals
- Mission relevance
- Student involvement

1. Project description is clear for non-specialists.
- The sabbatical committee is comprised of faculty members from all divisions of the college. Therefore, most if not all of the people who read and evaluate sabbatical applications will not be specialists in the applicant's field.
- Although some technical language or discipline-specific terminology is to be expected, sabbatical applications should strive to educate the sabbatical committee and persuade them as to why the project is important. In doing so, applicants should endeavor to avoid technical jargon, explain obscure concepts, and clarify unfamiliar ideas/theories.
    - Applicants SHOULD NOT copy and paste language they may have submitted as a grant proposal in their discipline and expect the sabbatical committee members to absorb that material as well as experts in the field. Applicants who do not take the time to revise such language to make it readable to non-experts risk having their sabbatical application rejected.

2. Applicant clearly explains significance of work to professional development.
- Sabbatical application describes a project by the faculty member that is (i) a continuation of ongoing programmatic research or scholarship, (ii) a logical extension of previous research or scholarship, or (iii) a substantial and potentially productive new avenue of research or scholarship.
- Sabbaticals are expected to involve significantly more time, energy, and resources than what a typical faculty member could accomplish while teaching full-time.
- All sabbatical applications must describe a project that represents more than training, reading, or otherwise gaining expertise. The application must clearly demonstrate how some scholarly product will result from the sabbatical.
- Projects designed to promote pedagogical innovation are expected to result in products that will be disseminated and have assessible outcomes beyond your classroom.

3. Methods are clearly articulated and linked to proposed outcomes.
- The project narrative should include a description of the research design, methodology, and/or processes involved in the project and how these aspects of the project link to the proposed outcomes.
    - This will enable the committee to assess the feasibility and potential impact of a project, as well as its overall scholarly merits.
    - Describe these details in language that is understandable to people outside your discipline.

4. The project is feasible within the proposed timeframe.
- The sabbatical application demonstrates that the project to be performed during the sabbatical is both ambitious and attainable.

- In short, the sabbatical application should describe research or scholarship that might be significantly delayed or perhaps not even feasible to conduct if not for the sabbatical.

5. The faculty member is prepared to conduct the proposed work.
- The sabbatical application demonstrates the faculty member has the *expertise* and the *resources* to conduct the research.
  - This may include discussion of relevant prepatory work (contracts with publishers, visiting scholar arrangements, access to research participants, IRB approval, access to materials, sufficient funds, etc.). Provide documentation of access to resources where applicable.

6. Description of scholarly impact and plan for dissemination is thorough and clear.
- The sabbatical application explains why this project is important – what contributions does it make to the applicant's field and what if any broader implications does this work have?
  - For projects that have more of an applied focus, the potential impact on a community or organization should be clear and preferably measurable.
- The sabbatical application discusses anticipated outcomes from sabbatical that are scholarly and preferably peer-reviewed (e.g., journal articles, books, exhibits, exhibitions, conference presentations)
- The sabbatical application includes a clear plan for dissemination of the research/scholarship.
  - This may include a discussion of interest from book publishers, a description of the journals publishing this type of research/scholarship, a description of the organizations or outlets that have expressed interest in the project, and/or a plan for where the applicant intends to submit the research/scholarship.
  - For projects that have more of an applied focus, this may include a discussion of a plan for the effective dissemination of the research/scholarship in a community or organization and/or how the research/scholarship will reach its intended audience.

7. Prior sabbaticals have led to concrete results (if applicable) (500 word limit).
- The sabbatical application should clarify or explain the importance or impact of prior sabbatical research or scholarship.
  - Applicants should realize that some concrete results are more meaningful than others. For example, peer-reviewed publications over non-peer reviewed publications, publications (in general) over conference presentations, solo shows over group shows, national exhibitions over local exhibitions, etc.

8. Applicant demonstrates a commitment to service engagement to the University, College, and/or Department (appropriate according to rank).
- Sabbatical leave is a mechanism to support faculty scholarship, which can be difficult to conduct and complete when one is engaged in a full-time teaching load and is highly active in service.
- Those faculty members who demonstrate a commitment to service engagement will be particularly worthy of sabbatical support. While service to the profession is valued, it alone is not sufficient to satisfy the service service rubric component
- The sabbatical application should identify the applicant's service
  - Possible service venues may include, but are not limited to, departmental leadership, recruitment, faculty governance, RSP advising, CURAS and Haddix mentoring, College and University committee work, Creighton community outreach, etc.
- A service record will not compensate for a weak application.

Pre-tenure Sabbatical Applications - Additional Criteria

9. **Mission relevance.**
   - Sabbatical applications that are explicitly relevant to Creighton University's mission are deemed particularly worthy of pretenure sabbaticals.

10. **Student involvement.**
    - Sabbaticals that involve student researchers in meaningful ways and/or promote student researchers' scholarly development are particularly worthy of pretenure sabbaticals.

Note: For pre-tenure sabbatical applications, mission relevance and student involvement DO NOT override the basic requirement of a significant, feasible, and worthwhile scholarly project applicable to every sabbatical proposal.

Scoring Rubric for CCAS Sabbatical Applications

Applicant (Department):
Short title:

- Supplementary material:	yes	no	
- Chair letter:	yes	no	
- External letter(s):	yes	no	n/a

	Deficient				Acceptable				Excellent	
1. Application Format:										
Abstract (≤250 words)	0				1				2	
Adherence to style and pg limits (≤ 5 pgs)	0				2				4	
Applicant CV	0				1				2	
Combined PDF	0								2	
2. Project Description:	1	2	3	4	5	6	7	8	9	10
3. Significance to Professional Dev:	1		2		3		4		5	
4. Methods:	1	2	3	4	5	6	7	8	9	10
5. Feasability/Timeline:	1		2		3		4		5	
6. Expertise/Preparation:	1		2		3		4		5	
7. Scholarly Impact/ Dissemination Plan:	1	2	3	4	5	6	7	8	9	10
8. Service Engagement:	1		2		3		4		5	
9. Past sabbatical results/ Past projects:	1	2	3	4	5	6	7	8	9	10
Total Score (70 pts. possible)										____
10. Mission Relevance:	*1*		*2*		*3*		*4*		*5*	
11. Student Involvement:	*1*		*2*		*3*		*4*		*5*	
Pretenure Total Score (80 pts. possible)										____