

July 10, 2009

Dear Saint Mary's College Faculty,

As the September 1 DEADLINE for sabbatical proposals approaches, we would like to review the procedure for applying for a sabbatical. If you have not done so already, please refer to the Faculty Handbook, section 2.10.1 and follow the steps below to ensure that your sabbatical proposal will be eligible for review and otherwise complete when the evaluating committee meets.

1. To determine your eligibility for a sabbatical, refer to section 2.10.1.2 of the Faculty Handbook. If you think you meet the eligibility requirements, you must submit an eligibility form (Form A or B) prior to submission of your sabbatical proposal.
 - A. The appropriate sabbatical eligibility form, Form A (for first-time sabbatical) or Form B (for second or subsequent sabbatical) is available online or from the Faculty Development Office (contact: nclark@stmarys-ca.edu). Complete the form as directed on the accompanying instruction sheet.
 - B. Have your completed Form A or B signed by your dean as an indication of his/her having been informed of your intentions; also inform your chair or program director that you are submitting a proposal for a sabbatical leave;
 - C. Submit the signed, completed Form A or B to the Faculty Development Director, Steve Bachofer, as soon as possible, but by mid-August at the latest. You will receive a confirmation of your eligibility via e-mail. If you do not receive such confirmation within a reasonable time after submitting your Form A or B please feel free to contact the Director (bachofer@stmarys-ca.edu) with cc to nclark@stmarys-ca.edu.
 - D. The completed eligibility form will be retained by the Director and attached by him to your sabbatical proposal when he receives it. He will then submit both to the Academic Senate sabbatical review committee(s).

IMPORTANT: YOUR SABBATICAL PROPOSAL DOES NOT HAVE TO BE COMPLETE TO CONFIRM YOUR ELIGIBILITY.

2. Examples of sabbatical proposals are available for review in the Faculty Development Office.
3. Your proposal must include the following:
 - A. A description of how the sabbatical will be spent;
 - B. An explanation of how it will promote your professional growth;
 - C. An explanation of how it will benefit the College;
 - D. An explanation of how the proposed work will contribute to your discipline;
 - E. A description of whether the proposed work will result in publication, seminar, lecture, meetings, readings, performances, etc.;
 - F. A current curriculum vitae.
4. Submit, on or before September 1st, a single copy of your completed sabbatical proposal to the Faculty Development Director, and one copy to your department chair or program director. Incomplete or late proposals will be returned.
5. The Academic Senate sabbatical review committee(s) will evaluate the proposals based on the criteria outlined for review in section 2.10.1.3 of the Faculty Handbook.

Sabbatical leaves are not automatic after any stated period of service, but are awarded based on consideration of the merits of the proposal. The principal criterion in judging a

request for sabbatical leave is the extent to which the committee is able to judge the benefit of the sabbatical to the professional development of the applicant. In this regard, the proposals that are the clearest and most persuasively address the specific criteria above are ranked the highest when funding recommendations are made. Proposals will be read by 10-12 thoughtful and conscientious faculty members who want to support their colleagues' scholarship and professional work. Make it perfectly clear to them what you are proposing, how you are going to do it, and why it will be of benefit.

In the past, the committee has been constrained by budget limitations and large numbers of applicants to 'rank' proposals, all of which had merit but not all of which could be funded. Because the committee would have a hard time comparing research on a math equation, a research project on elementary school teacher motivation, and a creative project (composing a symphony, creating paintings, writing a play), for example, the committee has used the "quality of the proposal" rather than the quality of the CONTENT of the proposal as a guideline for ranking. Be advised, therefore, that the clearer your proposal, the more closely it follows the guidelines in the Faculty Handbook, the better your chances of being funded if funding cannot cover all the proposals.

Although each application will be reviewed on its individual merits, and approved or rejected on that basis, funding in any given academic year is subject to available financial resources. The ranking of sabbatical proposals for funding is competitive; the stronger the proposal, compared to other proposals, the more likely that the proposal will be funded in a year in which there are more approved applications than there are funds. "Approval" does not guarantee funding.

6. Following review by the Academic Senate, proposals deemed qualified by the [committee chairs], will be reviewed by the Provost who will forward them with comments regarding fiscal impact to the President. He will render the final decision and within approximately two months will notify each faculty member in writing, with copies to the Provost, Academic Dean, department chair or program director and the UEPC and GPSEPC Chairs.

Yours Sincerely,

Steve Bachofer, Faculty Development Director

Tom Poundstone, Chair, Academic Senate

Hoang Vu, Chair, Undergraduate Educational Policies Committee

Laurie Edwards, Chair, Graduate & Professional Studies Educational Policies Committee