

## **MEMORANDUM**

**TO:** Members of the Faculty  
Academic Deans

**FROM:** Lorin Badsen Arnold  
Provost and Vice President for Academic Affairs

**DATE:** May 15, 2017

**SUBJECT: Sabbatical Leave Awards for 2018-2019**

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In accordance with the *SUNY Policies of the Board of Trustees, Article XIII, Title E* (appended), we invite requests for sabbatical leaves for the academic year 2018-2019. Sabbaticals are considered and granted by the chief administrative officer of the College, President Donald P. Christian, in consultation with the Provost/Vice President for Academic Affairs and guided by the recommendations of the Committee on Research, Awards and Leaves (CRAL).

### ***Eligibility***

Sabbatical leaves may be awarded to academic employees having continuing appointments and to eligible college administrative officers who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return from their last sabbatical leave.

### ***Purpose***

As stated in the *Policies*, “The objective of such leave is to increase an employee’s value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.” Accordingly, sabbatical leaves are considered on the basis of an application stating the purpose of the leave and demonstrating how the leave will enhance an academic employee’s contribution to the University. Leaves will be considered for such activities as planned travel, study, formal education, research, writing, or other experiences of professional value.

### ***Application Review Process***

Your department chair, your dean, CRAL, the Provost, and the President will review your sabbatical leave application. The Office of Academic Affairs ensures that all submissions are organized for CRAL’s review. CRAL evaluates all proposals that meet the required criteria. (Proposals that are incomplete or otherwise do not meet the stated criteria will not be evaluated and forwarded.) After its review, CRAL forwards its recommendations to the Provost, who reviews them and forwards them to the President.

### ***Steps to Apply***

**First, verify eligibility:** Academic Affairs Director of Faculty Services Jodi Papa must verify eligibility for sabbatical leave before an application will be accepted. Interested faculty should e-mail [sabbaticals@newpaltz.edu](mailto:sabbaticals@newpaltz.edu) using this subject line: *Eligibility for Sabbatical Leave for (Term)* (specify fall 2018, spring 2019, or academic year 2018-2019). When Jodi has confirmed eligibility, she will provide the appropriate Sabbatical Leave Request form.

Next, prepare the application materials: To be considered complete, a request for sabbatical leave must include the following (see **attached detailed document**):

1. Completed Sabbatical Leave Request form (provided by Academic Affairs upon confirmation of eligibility);
2. Project proposal (see attachment for an outline of all required elements);
3. Current CV, prepared as per Academic Affairs' guidelines.

*Applicants who have had a previous sabbatical leave must also include a copy of the previously submitted sabbatical leave report.*

Finally, submit the COMPLETE application by e-mail to your department chair/program director, who will add his/her recommendation and forward all materials to the dean. The dean will add his/her recommendation and forward all materials to [sabbaticals@newpaltz.edu](mailto:sabbaticals@newpaltz.edu). *Only complete applications will be reviewed and forwarded.*

### ***Transmission Schedule & Routing***

The timing of sabbatical applications is dictated both by the *Policies'* requirement that applications be submitted no later than six months prior to the effective date of the leave and by campus need for sufficient review time and creation of a timely and accurate schedule of classes.

It is understood that sabbatical requests may sometimes be tied to a particular opportunity, such as a fellowship or sponsored funding, about which an applicant may not receive notice in sufficient time to meet the schedule outlined below. In such instances, the faculty member must follow the established schedule and request *provisional* approval of his/her application, with final approval to follow confirmation of the opportunity. Every attempt will be made to give equal consideration to individual cases which may prevent a faculty member from meeting the established schedule.

***The following dates have been established for the 2017-2018 sabbatical application review process.***

<u>[Dept.deadline]:</u>	COMPLETE applications for sabbatical leave transmitted <u>via e-mail</u> to department chairs.
<b><u>September 15, 2017:</u></b>	Department chairs, having verified that applications are complete and added their recommendations, forward all materials <u>via e-mail</u> to deans
<b><u>October 15, 2017:</u></b>	Deans, having verified completeness and added their recommendations, forward all application materials to <a href="mailto:sabbaticals@newpaltz.edu">sabbaticals@newpaltz.edu</a> for CRAL review
<b><u>November 30, 2017:</u></b>	CRAL submits recommendations to the Provost/Vice President for Academic Affairs for Provost's and President's review
<b><u>January 15, 2018:</u></b>	Faculty are informed of decisions
<b><u>February 15, 2018:</u></b>	Awardees must notify Academic Affairs of their acceptance or declination

### ***Sabbatical Leave Costs and Funding***

The cost of sabbaticals varies, depending on the mix of full-year/half-pay and half-year/full-pay applications and the cost of replacement faculty. For sabbatical budgeting purposes, replacement costs will be based on the cost of having adjuncts replace faculty members on sabbatical leave.

Funding for sabbatical leaves comes from the ongoing Academic Affairs budget. Savings from a range of salary leave sources contribute to this funding. The process of budgeting for sabbatical leaves must take into consideration both the cost of the ongoing salary of the faculty members applying for sabbaticals and the cost of replacing these faculty members to ensure necessary course coverage.

Staff in the Office of the Provost are responsible for determining the budgetary impact of sabbatical leaves. CRAL does not participate in this determination, which occurs after CRAL has assessed the proposals and submitted its recommendations to the Provost and President. The College is committed to funding as many sabbatical leaves as possible, consistent with the recommendations of CRAL and the Provost and as determined by the President and with consideration given to maintaining course availability for students. The sabbatical leave program is competitive, with demand usually outstripping available resources. In preparing applications, faculty should follow as clearly as possible the guidance in the attached “Components of a Sabbatical Leave Proposal.”

***Following a Sabbatical***

*The SUNY Policies of the Board of Trustees* require that each sabbatical applicant commit to continue as a member of the professional staff for a minimum of one year upon return and, upon return, to submit to the chief administrative officer a detailed report of professional activities and accomplishments while on sabbatical leave. New Paltz requires that the sabbatical leave report be submitted within sixty days following the return from a sabbatical leave.

**For detailed guidance on applying for a 2018-2019 sabbatical leave (spring, fall or full year), please refer to the attached document.**

Attachment: *Components of a Sabbatical Leave Proposal*

Copies to:

President Donald P. Christian

Office of Human Resources

Chair, Committee on Research, Awards & Leaves

## Components of a Sabbatical Leave Proposal

Applicants should provide the following information, written in a professional manner, with careful explanation of technical concepts and methods that may be unfamiliar to some reviewers. **Please include all components listed below, organized and identified as indicated and compiled in a single pdf or Word document. Single-spaced, 12-point type is preferred, with page breaks between sections.**

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- I. Completed Sabbatical Leave Request form (provided by Academic Affairs upon confirmation of eligibility);
- II. **PROJECT PROPOSAL**
  - A. **Summary of Activity (approximately 1 paragraph):** An “executive summary” of the proposed activity.
  - B. **Project Description (3 pages maximum):** A clear introduction and overview of the proposed project, describing its scope and its intellectual merits and impacts and addressing the following:
    1. Specific objectives of the proposed activity;
    2. An overview of the ways in which the proposed project relates to work done by you and/or others;
    3. Specifics regarding the research design/methods or production techniques to be employed, articulated in a manner that makes it easy to see how they will be accomplished;
    4. An explanation of the facilities and resources needed (SUNY and/or non-SUNY) to accomplish the project;
    5. A list of any prospective supplementary income.
  - C. **Time and Work Plan (1 page maximum):** A clear articulation of why and how a dedicated and extended leave is necessary for, and will be used to accomplish, the proposed activity. Additionally, the applicant should provide a detailed outline/schedule of the proposed activity including specific plans and expected timeline for publication/exhibition.
  - D. **Value and Professional Growth (1 page maximum):** A statement that describes clearly and substantively the value of the proposed activity and its contribution to the applicant’s professional growth, specifically including how the project will impact teaching/learning and scholarly/creative development. Include the ways in which the proposed activity will benefit the department, school and University.
  - E. **Past Performance and Potential for Success (1 page maximum):** A brief narrative that links previous research/creative activity with the proposed sabbatical activity, or provides context for a distinctly new and different scholarly/creative direction and demonstrates the potential for the proposed project’s success. The narrative should include a paragraph-length summary and/or record of publications/exhibitions over the last five (5) years. The applicant may also demonstrate the potential for the proposed project’s success by discussing preliminary research/exhibition plans and/or demonstrating contact/correspondence with someone associated with the proposed sabbatical activity (e.g., scholar, artist-in-residence, director of host institution, or other forms of documentation).

*Those who have previously received a sabbatical leave* must provide a statement of the results and benefits of the last sabbatical leave, viewed from the perspective of the present. (Note that this statement is *distinct from* the copy of the previously submitted sabbatical leave report. See IV. below.)
- III. **Current curriculum vitae, prepared in accordance with guidelines posted at [www.newpaltz.edu/acadaff/guidelines.html](http://www.newpaltz.edu/acadaff/guidelines.html).**
- IV. **For applicants who were previously awarded a sabbatical: Copy of the report submitted following the most recent sabbatical leave.**