

Florida Gulf Coast University Sabbatical Guidelines

Overview

Sabbatical leave awards are an important component of faculty development and institutional excellence. Through the use of sabbaticals, teaching effectiveness may be enhanced, scholarly endeavors enriched, and academic programs developed and strengthened.

Sabbatical leaves are a component of the UFF-FGCU Collective Bargaining Agreement (“CBA,” 2018-2021), Article 22.3.

Sabbaticals . . . are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service. (Art. 22.3A. Policy)

Faculty who are considering application for a sabbatical leave are strongly encouraged to consult the CBA for more complete information. In the event that there is a conflict between the “Sabbatical Guidelines” set forth herein and the CBA, the provisions of the CBA take precedence.

Sabbatical Review Committee

The Sabbatical Review Committee (SRC) is a standing committee of the faculty consisting of one (1) faculty member (ranked with more than six (6) years of service) elected from each college to two (2) year terms, and one ex-officio member appointed by the Office of the Provost. The committee membership shall be staggered so that approximately one-half of the committee membership is elected each year.

The sabbatical review committee shall be elected from among the in-unit employees with more than six (6) years of experience at FGCU in a ranked faculty position. The committee is established as described in Article 22.3D(4) of the CBA (2018-2021).

Sabbatical Awards and Eligibility

FGCU awards two types of sabbatical leaves: one (1) semester at full pay or two (2) semesters at one-half pay. Full-time in-unit tenured or multi-year contract employees at the rank of assistant, associate, or full professor with at least six (6) years of full-time service at FGCU are eligible to apply for a sabbatical leave. A member of the faculty who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

Faculty members awarded a sabbatical will notify the Office of the Provost or the faculty member’s dean of any other planned university-related activities (e.g., teaching, service) that will occur during the sabbatical period, so that the time commitment needed for all activities will be clear at the onset of the sabbatical. This should provide faculty members protection from unwanted encroachment on time needed for sabbatical activities, yet provide flexibility to the faculty members who have made commitments prior to being awarded the sabbatical.

Faculty members also will notify the Office of the Provost or the faculty member's dean if unanticipated opportunities arise during the term of the sabbatical. However, engaging in activities that incur an unanticipated cost to the faculty member's unit or to the university must be cleared with the appropriate university administrator first.

Faculty are not eligible to apply for a second sabbatical until six (6) years of continual service are completed following the previous sabbatical. [Full-time faculty members classified as Instructor, Librarian, and Academic Advisor are not eligible for sabbatical leave, but are eligible to apply for Professional Development Leave (see CBA Article 22.1)].

Sabbatical Application Process:

Eligible faculty who wish to apply for a sabbatical leave must submit a "Notice of Intent to Apply for Sabbatical" to the Office of the Provost and to each of their supervisors (chair, dean), using the form provided for this purpose (Attachment A).

Applicants must submit sabbatical materials in both paper copy and electronic (.pdf) formats.

If the faculty member fails to provide one or more of the required components listed below, then the SRC will disqualify the faculty member's application.

Applicants must label and submit the required application materials in the following order.

1. Cover Sheet for Sabbatical Application (Attachment B)
Completed by applicant and signed by appropriate supervisor and college dean
2. A statement describing:
 - a. The program and activities to be followed while on sabbatical;
 - b. The expected increase in value of the employee to FGCU and the candidate's academic discipline, including the following information:
 - The nature, history, and projected completion date of the activities. If the work is expected to extend beyond the sabbatical, the applicant should provide and explain a timeline.
 - The applicant's professional and/or academic preparation the sabbatical activities and her/his scholarly publications, presentations, and other qualifying work that are evidence of the applicant's preparation..
 - The relationship of the sabbatical activities to increasing the applicant's effectiveness as an instructor and a scholar.
 - All entities that are providing forms of financial support expected during the sabbatical. Faculty may receive funds to support various aspects of the proposed project (e.g., travel and lodging) from other external and internal sources..
 - c. The specific outcomes anticipated from the scheduled sabbatical activities;
 - d. Any and all supplementary income anticipated during the period of the sabbatical that is unrelated to the proposed sabbatical activities.

- e. All planned university-related activities that will occur during the period of the sabbatical.
3. A current curriculum vita with a listing of publications and other significant professional achievements.
4. Copies of the applicant's letters of annual assignment for the past three years.
5. A list of any previous sabbatical(s) taken at FGCU to include the date(s) taken and description of the research or other activities undertaken during the sabbatical and the outcomes.
6. Following notice of the award of a sabbatical, the candidate will sign and date a notarized statement indicating that the candidate has read and has agreed to comply with the conditions of the sabbatical program as described in in the CBA, Art. 22,3 (2018-2021).

Applicants may include other statements and materials that provide further evidence of their particular need for a sabbatical. Such statements and materials should be linked directly to the professional standards and requirements of their field or to the particular needs of their college and FGCU. Applicants should submit appropriate documentation and letters of support with their request for a sabbatical.

Evaluation of Sabbatical Applications

Once the deadline for submitting completed sabbatical applications has passed (the third Monday in October), the Office of the Provost will make available the completed application packets to the members of the SRC. Both electronic and paper copies are available to committee members to review, depending on their individual preferences.

1. Prior to the November deadline (second Friday in November), the full committee must meet to discuss, evaluate, and rank the applicants, using the evaluation rubric (Attachment C). The final rubric score must be the result of a majority vote of the SRC members present at the meeting.
2. Once the ranking is completed, the chair of the SRC will forward the list of names of the top recommended applicants to the Office of the Provost.
 - a. The number of recommended applicants is determined by the number of available sabbaticals awards, which is calculated each year by the Office of the Provost.
 - b. The rankings are to be based on the final rubric scores that were determined by a majority vote of the SRC membership present at the meeting.
3. The SRC must construct a table that lists the applicants by their final ranking (not by name) and the final rubric score that was determined by a majority vote of the SRC members who were present at the meeting (see Attachment D as an example). This table must accompany the list of recommended awardees when it is forwarded to the Office of the Provost.
4. *All* applicants have the right to request and receive a copy of their final scored rubric.
 - a. The completed rubric must show the points awarded for each component or indicator, as determined by a vote of the majority of the SRC members. This is intended to illustrate areas of strength and weakness in the sabbatical packet so

that the applicant may improve her/his application for the next sabbatical leave cycle.

- b. The request must be made to the SRC chair no later than the second Friday of January, which is approximately five (5) weeks after the awards are announced.
5. Each year, after the sabbatical awards are announced (no later than the first Friday in December), the table that is forwarded to the Office of the Provost must be posted on the appropriate FGCU web page in order that past and future applicants may view how the rankings were determined.

Post Sabbatical Obligations

Faculty members must continue their employment at the University for at least one (1) academic year following their sabbatical. Agreements to the contrary must be confirmed in writing prior to the award.

1. Faculty members are accountable to the University for their sabbatical activities and outcomes during the sabbatical period. The returning faculty members must submit the report in both paper and electronic (.pdf) formats.
2. Within 30 days upon returning from the sabbatical, faculty members must submit a written report to the President or her/his representative. Per the CBA, the report must cover “the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical (Art. 22.3E.(3)).
3. The report must have the required cover sheet (see Attachment E).

Timeline for Applications

By 5:00 p.m. on the third Friday in September:

Eligible faculty will submit a completed “Notice of Intent to Apply for Sabbatical” (Attachment A) to the Office of the Provost and all supervisors (dean, chair). Faculty who do not submit the form by this date are not eligible to apply in that year for a leave for the following year.

By 9:00 a.m. on the third Monday in October:

Completed sabbatical applications must be received by the Office of the Provost. Based on the number of complete applications from eligible faculty, the Provost or designee will notify the President of the Faculty Senate that the SRC will be required to meet to review applications.

By 5:00 p.m. on the second Friday in November:

The SRC will submit a ranked list of recommended faculty to the Office of the Provost.

By 5:00 p.m. on the first Friday in December:

The Provost or designee will notify the applicants and the SRC of approval or denial of all sabbatical applications.

Approved: November 18, 2011

Revised and approved: _____

Notice of Intent to Apply for Sabbatical

(Must be submitted to Provost's Office by 5 pm on the date established in the Sabbatical Guidelines)

Name _____ Rank _____

Department _____ College _____

I am notifying you of my intention to apply for a sabbatical for the next academic year.

I am interested in:

Full Semester at full-pay _____

Two Semesters at half-pay _____

I would like to take the leave during:

Fall _____

Spring _____

Fall/Spring _____

For twelve-month faculty only:

Summer-Fall _____

The nature of the proposed sabbatical is:

Applicant

Date

Received by (print & sign)

Date

Original to Provost

Copy to Supervisors and Applicant

Cover Sheet for Sabbatical Application

(Must be submitted to Provost's Office by 5 pm on date established in the Sabbatical Guidelines)

Applicant materials must be submitted in both paper copy and electronic (.pdf) format.

Name _____

Rank _____

Department _____

College _____

_____ There are no changes from my "Notice of Intent to Apply for Sabbatical" in the type of sabbatical and the term in which I would like to receive the sabbatical.

_____ There are changes from my "Notice of Intent to Apply for Sabbatical" in the type of sabbatical and the term in which I would like to receive the sabbatical.

My requested changes (if applicable):

This proposal for sabbatical leave has been reviewed and is recommended by:

Immediate Supervisor

Date

College Dean

Date

Received by (print & sign)

Date

Sabbatical Application Rubric

Applicant Name: _____

SRC Member: _____

Department/College: _____

Date of Review: _____

Type of Request: _____ One semester at full pay _____ Two semester at half pay

A. ELIGIBILITY: Review of application packets only continues for applicants who meet all eligibility requirements, as documented in the matrix below.

Criterion	Decision	Comments
Full-time in-unit tenured or Multi-year contract	_____ Eligible	
Previous Sabbatical _____ Semester & year of previous sabbatical, if any (Faculty members are not eligible to apply for a second sabbatical until six (6) years of continuous service are completed following the completion of the first sabbatical.)	_____ Eligible _____ Not Applicable	
Timeline Met the submission dates/times to the Office of the Provost and to each of their supervisors	_____ Eligible	
Documentation All documents were submitted in the required order: 1. Cover Sheet (with all required signatures) 2. Statement 3. Curriculum Vitae 4. Annual assignments for three years 5. List of previous sabbaticals if applicable	_____ Eligible	

B. SCORING OF APPLICATION: SRC members must score the application packets based on the required components listed in guidelines. SRC members are to award points using the matrix below. Each component of the cumulative rubric for each application will be scored by a majority vote of the SRC membership at the meeting. Any application in which one or more component is scored “Unsatisfactory” by a majority vote of the SRC membership present at the meeting will not be among those ranked for further consideration.

2. Statement describing:		
a. The sabbatical activities in which the applicant will engage and a plan that indicates a likelihood of successful implementation.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant clearly and concisely describes the sabbatical activities, and provides a detailed, organized plan that is indicative of a strong likelihood that the applicant will be able to carry out the project agenda.	The applicant satisfactorily describes the program and activities, and provides an adequate plan that is indicative of a strong likelihood that the applicant will be able to carry out the project agenda.	The applicant does not satisfactorily describe the program and activities, and does not provide an adequate plan that is indicative of a likelihood that the applicant will be able to carry out the project agenda.
Comment:		
b. How the sabbatical activities will increase (1) the value of the applicant to FGCU and (2) the activities’ significance to the candidate’s academic discipline, including the following information:		
b.(i). The nature, history, and projected completion date of the sabbatical activities. If the work is expected to extend beyond the sabbatical timeframe, the applicant should provide and explain a timeline.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant clearly and precisely describes the nature, history, and projected completion date of the sabbatical activities. If appropriate, the applicant provides and clearly explains the timeline for work that is expected to extend beyond the sabbatical timeframe.	The applicant satisfactorily describes the nature, history, and projected completion date of the sabbatical activities. If appropriate, the applicant provides and adequately explains the timeline for work that is expected to extend beyond the sabbatical timeframe.	The applicant does not satisfactorily describe the nature, history, and projected completion date of the sabbatical details. If appropriate, the applicant should have but does not the timeline for work that is expected to extend beyond the sabbatical timeframe.
Comment:		
b.(ii). The applicant’s professional and/or academic preparation for the sabbatical activities and her/his scholarly publications, presentations, and/or other qualifying work that are evidence of the applicant’s preparation.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant provides clear and compelling evidence of her/his professional and/or academic preparation to complete the proposed sabbatical activities. The evidence includes substantial scholarly publications, presentations, and/or other qualifying work that are directly relevant to the sabbatical activities.	The applicant provides satisfactory evidence of her/his professional and/or academic preparation to complete the proposed sabbatical activities. The evidence includes adequate scholarly publications, presentations, and/or other qualifying work that are generally relevant to the sabbatical activities.	The applicant does not provide satisfactory evidence of her/his professional and/or academic preparation to complete the proposed sabbatical activities. The evidence does not include scholarly publications, presentations, and/or other qualifying work that are in any way relevant to the sabbatical activities.
Comment:		

b.(iii). The relationship of the sabbatical activities to increasing the applicant’s effectiveness as an instructor and a scholar.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant makes a clear, concise, and compelling argument about the relationship of the program/activities to increasing the applicant’s effectiveness as an instructor and scholar.	The applicant makes a satisfactory argument about the relationship of the program/activities to increasing the applicant’s effectiveness as an instructor and scholar.	The applicant does not makes a satisfactory argument about the relationship of the program/activities to increasing the applicant’s effectiveness as an instructor and scholar.
Comment:		
b.(iv). All entities that are providing forms of financial support expected during the sabbatical.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant clearly and concisely identifies all entities that are providing forms of financial support during the sabbatical. The applicant precisely describes the nature and purpose of the financial support that s/he will receive from each source.	The applicant satisfactorily identifies all entities that are providing forms of financial support during the sabbatical. The applicant adequately describes the nature and purpose of the financial support that s/he will receive from each source.	The applicant does not satisfactorily identify all entities that are providing forms of financial support during the sabbatical. The applicant does not adequately describe the nature and purpose of the financial support that s/he will receive from each source.
Comment:		
b. Given the components b.(i-iv) above, evaluate: How the sabbatical activities will increase (1) the value of the applicant to FGCU and (2) the activities’ significance to the candidate’s academic discipline.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant clearly and concisely explains how the sabbatical activities will increase (1) the value of the applicant to FGCU and (2) the activities’ significance to the candidate’s academic discipline.	The applicant satisfactorily explains how the sabbatical activities will increase (1) the value of the applicant to FGCU and (2) the activities’ significance to the candidate’s academic discipline.	The applicant does not satisfactorily explain how the sabbatical activities will increase (1) the value of the applicant to FGCU and (2) the activities’ significance to the candidate’s academic discipline.
Comment:		
c. The specific outcomes anticipated from the scheduled sabbatical activities.		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant clearly and concisely identifies and describes the specific outcomes that are anticipated from the sabbatical activities.	The applicant satisfactorily identifies and describes the specific outcomes that are anticipated from the sabbatical activities.	The applicant does not satisfactorily identify and describe the specific outcomes that are anticipated from the sabbatical activities.
Comment:		

Criterion	Decision	Comments
d. Any and all supplementary income anticipated during the period of the sabbatical that is unrelated to the proposed sabbatical activities.	<input type="checkbox"/> Included <input type="checkbox"/> Not Applicable	
e. All planned university-related activities that will occur during the period of the sabbatical.	<input type="checkbox"/> Included <input type="checkbox"/> Not Applicable	
3. Current curriculum vitae with a listing of publications and other significant professional achievements		
Excellent (2)	Satisfactory (1)	Unsatisfactory (0)
The applicant provides a detailed and well-organized curriculum vitae with clearly itemized publications and other significant professional achievements.	The applicant provides a satisfactory curriculum vitae with clearly itemized publications and other significant professional achievements.	The applicant does not provide a satisfactory curriculum vitae with clearly itemized publications and other significant professional achievements.
Comment:		
Criterion	Decision	Comments
4. Copies of letters of annual assignment for the past three years.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
5. A list of any previous sabbaticals taken at FGCU: to include the date(s), a description of the research and/or other activities, and the outcomes.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	

Individual Scoring Results:

_____ Applicant met all eligibility requirements

_____ All required documentation was provided

_____ Total Score (out of 16)

_____ SRC Member Signature

Cover Sheet for Final Written Report

(Must be submitted to Provost's Office within 30 days upon returning from the sabbatical)

Applicant materials shall be submitted in both paper copy and electronic (.pdf) format.

This final report is being submitted as part of the requirement for sabbatical leave. It has been reviewed and approved by:

Immediate Supervisor

Date

College Dean

Date

Received by (print & sign)

Date

Original to Provost
Copy to Supervisors and Applicant

