

School of Business Sabbatical Application and Evaluation Process

This document is approved by the Provost's office. It was first approved by the Faculty Standards Committee (FSC) on April 4, 2016 with revisions approved on February 15, 2017 and October 16, 2020.

I. Introduction

The current contract between the University and the Union determines the parameters pertaining to the purpose, nature and requirements for the granting of Sabbatical leaves. The agreement states that the granting of a sabbatical is not an automatic benefit. While providing general guidelines for the [Sabbatical Application Process](#), there is leeway for Colleges and Schools to develop specific criteria and procedures that are discipline specific. The purpose of this document is to make a proposal for a Sabbatical Application and Review Process for the Grossman School of Business (GSB).

II. Background Information

Summary of key points of the Collective Bargaining Agreement (CBA), **Article 22-Sabbatical and Professional Development Leaves** (this is a summary of the contractual points made regarding sabbatical leaves and was not created by the FSC).

Please refer to the ***Collective Bargaining Agreement (governing represented full-time faculty) (PDF)*** located on the Office of the Provost site under [University Manual, Collective Bargaining Agreements, Faculty Handbooks](#)

Sabbaticals are for tenured faculty, Senior Lecturers and other Associate and (Full) Professors, subject to eligibility requirements (see **Article 22.1.c** for the specific eligibility requirements).

Professional Development Leaves are for those who are not eligible for sabbaticals and as per the contract are granted at the sole discretion of the Dean. They are therefore not covered by the **GSB Sabbatical Application and Evaluation Process**.

The objectives of the University sabbatical leave program are to enhance the University educational environment and to promote the professional development of eligible faculty members by affording opportunities for sustained periods of concentrated research and study distinctive from one's ongoing research and teaching activities, free from regular on-campus obligations.

The University and the individual faculty member share joint responsibility to ensure the effective use of sabbatical leaves to achieve these objectives

The award of a sabbatical leave is based on the expectation that the faculty member will utilize the period of the leave to add to the knowledge in the academic field, enhance teaching effectiveness, broaden fields of competency, or acquire other valuable professional experience as they pertain to their responsibilities and

activities within the University.

Appropriate means of achieving these aims include sponsored or unsponsored research, formal or informal study, or creative activity consistent with one's responsibilities within the University.

Sabbaticals are granted with the approval of the Provost in accordance with **Article 22**. Such leave shall only be granted to eligible faculty where all the processes have been followed and where, in the judgment of the University, the sabbatical proposal is of high quality.

Because a sabbatical is not an automatic benefit, it will only be awarded when, in the judgment of the University, the criteria stated in **Article 22.1.b** have been met.

A sabbatical proposal of high quality shall:

- i. Articulate a clear statement of purpose and specify the anticipated outcomes (for example, grant proposals, books, publications, creative works, professional development, etc);
- ii. Include a clear set of activities;
- iii. Meet any specific criteria developed by the department, or school where there is no department;
- iv. Provide a realistic timeline;
- v. Provide a sound methodology or approach appropriate for the purpose of the proposed work;
- vi. Demonstrate relevance to the work of the department, unit, school and college;
- vii. Increase the faculty member's value to the University;
- viii. Accord with the mission of the University.

The above criteria shall be considered at all levels of the evaluation process.

A recipient may hold a scholarship, non-teaching fellowship or a research grant concurrently with a sabbatical leave. The sabbatical application must include a description of the scholarship, fellowship or grant. If such an honor is bestowed after the sabbatical is approved, the recipient must inform the Associate Dean, Dean and Provost in writing of the receipt and nature of the honor.

A recipient of a sabbatical leave will be required to return to the University and serve at least one (1) full academic year following the sabbatical leave, assuming such a position is offered to the faculty member by the University.

All faculty awarded a sabbatical leave shall submit to their Dean a written report detailing sabbatical activities and accomplishments and indicating how the original objectives of the sabbatical were met during the leave. This report shall be submitted within sixty (60) days of completion of the leave. For a faculty member on 9- or 10-month appointment whose sabbatical ends when his/her appointment year ends shall submit his/her sabbatical report within sixty (60) days from the starting date of the next appointment years, i.e. sixty (60) days after September 1 for a nine-month faculty member. Such reports shall be forwarded to the Provost.

The faculty member's sabbatical work will be considered in subsequent evaluations, including those affecting reappointment and promotion. Failure to submit

a report may be considered in the annual performance evaluation and will render the faculty member ineligible for future sabbaticals until such time as a report is submitted.

In the event of a late sabbatical report, the faculty member's accumulation of years towards a future sabbatical shall begin with the semester following the date when the report is submitted. Such reports will be considered as part of the record for subsequent sabbatical consideration.

Once a sabbatical proposal has been approved, any substantial deviation from that proposal (e.g. changes in research methodology), location, outcomes or goals, prior to the commencement of the sabbatical must be approved by the Dean. Any such changes made during the sabbatical period must be described in the final sabbatical report.

III. GSB Sabbatical Application Process

CBA delegates the first level of review to the Department Chair, without provision for Schools without departments. We therefore propose that the sabbatical application package be delivered to the Dean and that the initial review and recommendation be conducted by a subset of the FSC as explained below, which we refer to as the FSC Sabbatical Application Subcommittee of Three (CoT). This committee will be charged with producing a written report and making a recommendation which will be presented to and then discussed by the FSC Committee of the whole. Should multiple Candidates be under simultaneous consideration for sabbatical, the FSC will evaluate the cases in the order determined by a random draw. The FSC will then vote on the application and the written report of the subcommittee and the recorded vote of the FSC committee of the whole will be delivered to the Dean for the next level of review. Details follow.

- 1) As per CBA, eligible faculty members shall file an application with the Dean with forms available on the Provost's website accompanied by a copy of the application for the most recent sabbatical leave taken (if any); a copy of the written report describing the results of that leave; and current curriculum vitae. The Dean will then forward the application package to the appropriate subset of the FSC (as indicated below). The complete application must be received by the Dean no later than August 31 of the current academic year for sabbaticals commencing in the following academic year (i.e. the application for a sabbatical commencing in the 2017/2018 academic year must be received by August 31, 2016).
- 2) The FSC Sabbatical Application Subcommittee of Three (CoT) is a three-member subset of the FSC committee of the whole and is appointed by the Dean. A new subcommittee will be convened for each sabbatical application (i.e. there is no standing subcommittee). The Dean will select the subcommittee to consist of the faculty with the highest academic rank consistent with selecting members with expertise or familiarity with the research area or other activities contained in the proposal.
- 3) As required by the CBA, the recommendation of the three-member

subcommittee must be a written report accompanied by a recorded vote. This will consist of the written report of the three-member FSC Sabbatical Application Subcommittee (with any modification deemed appropriate by the three-member subset after the discussion of the application that includes the FSC committee of the whole), and the recorded vote of the FSC committee of the whole. To vote, members of the FSC must physically or virtually participate in the deliberations at the time of the discussion of the proposal. Sabbatical applicants are not eligible to participate in the discussion of, or to vote on, their proposal.

- 4) The FSC Chair will deliver the written report of the subcommittee and the recorded vote of the full FSC to the Dean by September 15. The FSC Chair will also deliver to the applicant a copy of this report and of the FSC vote on the same day the recommendation is provided to the Dean. The applicant will have seven (7) days from the date this recommendation was delivered to the Dean to add a written supplement or rebuttal to the written report and/or FSC's recommendation.
- 5) The Dean's written recommendation will be delivered to the Office of the Provost (and may involve review by the University Professional Standards Committee) no later than October 15. The applicant will receive a copy of the Dean's recommendation on the same day the recommendation is provided to the Office of the Provost. The applicant will have seven (7) days to add a written supplement or rebuttal to the Dean's recommendation.
- 6) At each level of review, the FSC Sabbatical Application Subcommittee (Co T) or the Dean may seek further clarification from the faculty member on details of the proposal; however, there shall be no obligation to do so.

IV. GSB Sabbatical Evaluation Process

- 1) In order to be successful, applications must meet the requirements for a "High Quality Proposal" as outlined in Article 22. Specifically, proposals should demonstrate relevance to the core mission of the Grossman School of Business and its accreditation requirements, and explain how the sabbatical will augment the applicant's contribution to the Grossman School and the overall mission of the University. Proposals which involve discipline specific academic research should include target journals or other goals or outputs related to the sabbatical research. Applicants are strongly encouraged to clearly discuss why particular journal outlets and/or objectives are appropriate for their specific sabbatical goals. A research-focused sabbatical proposal should provide a summary response to each of the following points:
 - (a) Research productivity within the past five years where differing levels of productivity may be assessed using the GSB Journal List, although the List is not necessarily the only means of evaluation. The Applicant should provide evidence of the quality and significance of all relevant peer reviewed and non-peer reviewed contributions per the revised GSB Criteria, Standards, and Procedures for Reappointment, Promotion and Tenure (RPT) (approved by the GSB FSC at the April 4, 2016 Faculty

Standards Committee Meeting). Applicants are encouraged to refer to the AACSB Intellectual Contributions Impact Grid to identify the nature of other significant accomplishments.

- (b) Publications and other relevant outputs (for example, grants, book chapters, conference presentations, etc.) directly resulting from a previous sabbatical leave (if applicable).
 - (c) The Applicant's overall involvement in the School's educational environment (per Article 22). The Applicant should be in good standing having fulfilled all expectations stipulated in their workload. The Applicant's participation and involvement in university-level, school-level, and professional service activities will be considered.
- 2) Sabbatical proposals which focus on professional development or curriculum development may also be considered. Proposals should clearly discuss outputs or deliverables related to the sabbatical. Applicants are strongly encouraged to discuss why particular objectives are appropriate for their specific sabbatical goals. Proposals focused on professional or programmatic development should be vetted with the Dean and any appropriate School-level committees (i.e. Undergraduate Studies and/or Graduate Studies) before being submitted for review. For example, program development is a strategic pursuit that cannot occur in isolation without endorsement from the Dean and the appropriate School-level committee. Evaluation of curriculum development sabbatical proposals will consider:
- (a) Does the proposal develop an entire curriculum, materials, cases and pedagogy for a new program that is consistent with the School's strategic vision? If so, it may justify a sabbatical. A sabbatical application that focusses on development of a new course or teaching techniques is unlikely to be successful as these activities are part of the normal workload.
 - (b) Outputs such as grants, book chapters, conference presentations, teaching cases, successful curriculum development and implementation activities, etc. directly resulting from previous sabbatical leave (if applicable). The Applicant should provide evidence of the quality and significance of all relevant peer reviewed and non-peer reviewed contributions per the revised *GSB Criteria, Standards, and Procedures for Reappointment, Promotion and Tenure (RPT)* (approved by the GSB FSC at the April 4, 2016 Faculty Standards Committee Meeting). Applicants are encouraged to refer to the [AACSB Intellectual Contributions Impact Grid](#) to identify the nature of other significant accomplishments.
 - (c) The Applicant's overall involvement in the School's educational environment (per Article 22). The Applicant should be in good standing having fulfilled all expectations stipulated in their workload. The Applicant's participation and involvement in university-level, school-level, and professional service activities will be considered.
- 3) Article 22 requires that within the specified timeframe, all faculty awarded a sabbatical leave must submit to their Dean a written report detailing sabbatical activities and accomplishments and indicating how the original objectives of the

sabbatical were met during the leave. The faculty member's sabbatical work is then considered in subsequent applications. Since the ultimate publication (or other scholarly output) of sabbatical work will often take place well after the completion of the sabbatical, the sabbatical application should also include an updated report on the accomplishments due to a previous (if any) sabbatical. The time lag between completion of the sabbatical and publication or other types of productivity will be considered at each stage of the evaluation process inside the Grossman School.

- 4) Consistent with the Article 22 guidelines, the review process will consider the applicant's recent history of performance related to scholarship and overall involvement in the core mission of the School and the University.
- 5) As per Article 22, a sabbatical application will not be rejected for budgetary or other financial reasons. However, if the sabbatical is approved, prior to its commencement the University retains the right to require the faculty member to defer the sabbatical for no more than two (2) years to ensure continuity of 125 academic programs if circumstances have changed following such approval.