



Sabbatical Leave: Specific Criteria for CNHS Faculty

February 2, 2017

Preamble

In May, 2016, the chairs and dean discussed the importance of the sabbatical experience for faculty and shared ideas for ensuring sabbatical applications and experiences meet the intent of this opportunity provided by the University of Vermont. In January, 2017 the Provost's Office encouraged units to specify criteria considered in the preparation and review of sabbatical applications to support high quality and meaningful experiences. Following this, CNHS worked to develop College-wide criteria that would be helpful to our faculty. This document is a result of the collective feedback of faculty and leadership in the College as well as guidance from the Provost's Office.

Development of a High Quality Sabbatical Application

As CNHS faculty members consider the preparation of a sabbatical application, there are several things to keep in mind to ensure you make the most of this experience and move your professional development agenda forward in a way that might not otherwise be possible without a sabbatical opportunity.

It is important to remember that sabbaticals are not an entitlement or an expectation but instead an opportunity to enhance the University educational environment. Sabbatical applications should clearly identify the purpose of the leave and make a connection between any planned activities with the anticipated outcomes. For example, a clear articulation of how the sabbatical experience will contribute to the enhancement of research/scholarship and teaching of the faculty member will help establish whether the proposal is of high-quality

The overall expectations for a **high quality sabbatical application** are laid out in the collective bargaining agreement between the University and United Academics (Article 22).

CNHS has **developed specific criteria for a successful sabbatical application** and experience.

- Your application should provide a clear demonstration of the opportunity the sabbatical is creating for you. CNHS encourages faculty to use their sabbatical time to **expand their current scholarship focus** and/or **pursue new areas of interest within their current scholarship**.
- CNHS is committed to the teacher-scholar model and embraces Boyer's 4 categories of scholarship¹—all areas in which faculty can pursue a sabbatical application. These categories include: 1) the scholarship of **discovery**—original research advancing knowledge; (2) the scholarship of **integration**—synthesizing information across disciplines; (3) the scholarship of **application** (or engagement)—applying disciplinary expertise beyond the university; and, (4) the scholarship of **teaching and learning**—systematically studying processes for teaching and learning. Whatever area of scholarship is pursued faculty should have a plan for dissemination and evaluation by peers.

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¹Boyer, E. (1990). *Scholarship reconsidered: Priorities of the Professoriate*. Special report, Carnegie Foundation for the Advancement of Teaching. NY: Jossey-Bass.



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- Your application should clearly demonstrate how your sabbatical activity helps to **advance the scholarship goals of the university, the college and your department/program**
- Your application should demonstrate ways in which your sabbatical will address the **goals and objectives of the College's strategic plan** and that of your **department/program**.
- Your application should include a **summary of any past sabbaticals** and an assessment of whether you accomplished **the goals established** for those sabbaticals with a clear explanation for those goals that were not achieved.

Remember, your sabbatical application should be used for a **rejuvenation and/or transformation of your research/scholarship and teaching, creating an opportunity for you to learn or enhance your teacher-scholar career.**

Before applying for a sabbatical, faculty are encouraged to have a conversation with their chair well in advance of the application (preceding spring or summer) to discuss the following:

- How can you make the most of your sabbatical experience and contribute to the scholarship goals of the department and your program?
- If you have had a previous sabbatical, you should be prepared to discuss your ability to meet your stated goals, and if not, why not.
- Your chair can provide you with an exemplar sabbatical application if that would be helpful to you.

Following your sabbatical, you are expected to:

- Prepare a sabbatical report, summarizing the progress toward your stated goals in accordance with the timeline established in the collective bargaining agreement; this report should be given to your Chair and Dean.
- Include your sabbatical report in your annual review for the year in which your sabbatical occurred (for those taking a sabbatical in the spring semester or the full year are required to submit a mid-progress report as part of their annual review).
- Present your sabbatical accomplishments at a program, department and/or faculty meeting/brown bag lunch, identifying its relevance to meeting our CNHS strategic objectives for research/scholarship.

Ultimately, we want our faculty to be successful in their careers and a sabbatical should be used to move your trajectory and that of the University forward.

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