

# Review of Sabbatical Leave Applications

Keys to preparing a successful application

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# BEFORE You Write Your Application--PLEASE

- Read the Sabbatical Leave section in the Collective Agreement
- Make sure you are eligible for a leave.
- The committee CANNOT make exceptions to the eligibility requirements

# Levels of Review and Deadlines

- Department Sabbatical Leave Committee
  - Chair receives application by Oct. 1
  - Committee recommends to Dean by Nov. 1
  - Rebuttal submitted to Dean by Nov. 5
- Dean makes recommendation and submits applications to Chair of SLC by Nov. 15
  - Rebuttals by Nov. 20 to SLC (Chair)
- SLC review
  - Notification by Jan. 15

# SLC Review

- Criteria
  - **Merits** of proposed PROGRAM of scholarly, professional and/or creative activities during leave
  - **Feasibility...**
  - **Value** to the Member
  - **Value** to the University

# Materials the SLC reviews

- **Application**
- Recommendation of the Department SLC
- Any response to DSLC
- Recommendation of the Dean +/- response
- APARs (3 years)
- Past sabbatical performance
- Dept SL plan
- Strategic scholarship/academic plan
- Budgetary impact

# Outcome of SLC

- **The SLC can only make one of 3 decisions**
  - Grant
  - Defer
  - Deny
- **The decision is based on the materials received**

# Application TIPS:

## Feasibility, Merit, Value (Researcher/University)

- Be Clear and Concise
- Have a colleague review your application
- Include all of the required information
  - Purpose
  - Benefit
  - A Clear Plan: Be as specific as possible

# Application TIPS: Purpose

**CRITERIA: Feasibility, Merit, Value (Researcher/University)**

- Purpose: Make sure the purpose is **clearly** stated
  - Justify the purpose and provide evidence that you are able to carryout the project—for example, you may want to...
- ✓ Write a text book
  - Why is a text book required
  - Indicate what other textbooks are available, why yours will be meet an unfilled need, and/or what will distinguish your book from others on the market
  - Do you have a publisher?
- ✓ Carryout a research project
  - Evidence of ability to do the research
  - Site previous studies and indicate your previous contributions to the area of study
  - Position the research within the field
  - Articulate short and long term objectives
- ✓ Prepare a teaching module or evaluation tool
  - Beyond normal prep
  - Innovative, show awareness of state-of-the art
  - Justify the intended approach
- ✓ Develop a creative work
  - What it is, Why it is a timely contribution to the field, place in a broader context

# Application TIPS: Intended Benefit

## **CRITERIA: Feasibility, Merit, Value (Research/University)**

- For example
  - ✓ Advance a research/scholarship/creative works program
    - Ability to make a significant contribution
    - Improve ability to compete for funding
    - Develop research collaborations for team grants
  - ✓ Improve and innovate teaching on a broad scale
  - ✓ Develop significant partnerships
  - ✓ Provide opportunities for student engagement
  - ✓ Sustainability of the program after the leave,
    - not a “one-off” but part of a long-term sustainable program that is advanced significantly during the leave

# Application TIPS: Plan

## Feasibility, Merit, Value (Researcher/University)

- Clear statement of the program: What you are going to do, how you are going to do it, and evidence that you are able to carry out the program
  - Place the program within the context of the field (world-wide)
  - Indicate short and long term objectives
  - Provide a progress report on related research
  - Indicate how this will make a new or innovative contribution to the discipline
- Clear statement of the methodology and indication that the methodology is feasible and appropriate to the program.
- Anticipated outcomes: Be as specific as possible
- Plans for dissemination: Be specific
  - Book, other creative work, articles, seminars, workshops
  - Evidence of a track record or potential for a track record

# Application TIPS: Plan

## Feasibility, Merit, Value (Researcher/University)

- Ongoing Commitments to University Responsibilities???
- **Normally, you are NOT expected to continue with university responsibilities to teaching or service (including committee work)**
- If you **DO** intend to continue with university responsibilities please indicate
  - The nature of the service/teaching
  - Justification in terms of your sabbatical plan

# Application TIPS: Location

## Feasibility, Merit, Value (Researcher/University)

- Justify the location: Whether here or elsewhere
- There are many benefits to going elsewhere
  - Broaden perspective
  - Once in a lifetime opportunities

# Application TIPS: Other

## Feasibility, Merit, Value (Researcher/University)

- Indication that you are able to carry out the proposed program
  - Track record, or ability to develop a track record
  - Knowledge, expertise, experience
    - Include previous studies with well-cited references to indicate how your work will advance the field
  - Quality and importance of your past contributions to the field
- Justify the program: why is it important
- Funding is in order
- Equipment or other requirements are accessible and available
- Human Ethics/Animal Care

# Application TIPS:

## Supporting Documents (feasibility)

- **The Curriculum Vitae**

- Clear
- Publications are clearly and completely cited: clearly note invited presentations, distinguish peer-reviewed papers, abstracts vs full manuscripts
- Include a record of internal and external funding: grants, contracts, consulting
- Make reference to training of students
  - Community-based research
  - Honours students
  - Graduate Students
  - Other
- Membership in professional organizations and contributions to your discipline
- Industrial collaborations
- Committees served (internal and external)

# After Your Sabbatical

- Within 60 days submit report to AVP Research and Graduate Studies
  - Posted on Website
- Important
  - Accountability
  - We want to promote the innovation and creativity of faculty members

# Summary

- Be familiar with the collective agreement, process and deadlines
- The University SLC will make its own evaluation considering all of the documentation:
  - provides university-wide consistency
- Questions and comments