

**University of Kentucky
College of Nursing**

Sabbatical Leave Policy and Procedures

SABBATICAL LEAVES (Application deadline: The second Wednesday in December prior to the requested academic year sabbatical). In addition to this document, faculty should also review GR 9/11/2007 Page X-11 (d) Leaves of Absence (i) Sabbatical Leave.

Sabbatical leave provides opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Faculty members who have full-time non-tenured or tenured appointments in the regular or special title series with the rank of assistant professor or higher, are eligible for sabbatical leaves after six years of continuous service in the rank of instructor or higher at the University, or for sabbatical leaves under a different option after three years of continuous service. All such sabbatical leaves shall be approved by the President or the President's designee.

After six years of continuous eligible service, a faculty member may apply for one year's sabbatical leave at one-half salary (academic year for faculty members on academic year, ten-month, or eleven-month assignments) or six months' sabbatical leave at full salary (academic semester for faculty members on academic year, ten-month, or eleven-month assignments). After three years of continuous eligible service, an appointee may apply for six months' sabbatical leave (academic semester for faculty members on academic year, ten-month, or eleven-month assignments) at one-half salary.

Leaves may be for either a fall or spring semester. Full-year leaves may begin in fall or in spring.

General Criteria for Evaluating Requests for Sabbatical Leaves. Proposals for sabbatical leave will be evaluated by the Promotion, Appointment, and Tenure Advisory Committee (PATA). In the case of joint appointments, both department chairs, and if necessary both Deans, should receive the application for sabbatical. The dean will carefully consider the committee's recommendation when making the decision to recommend approval to the provost. The evaluation will focus on the quality and potential of the proposal and on the past productivity and achievements of the applicant. Proposals will be evaluated against the criteria listed below and in relation to the faculty member's Distribution of Effort (DOE). Therefore, faculty should consider these criteria when developing proposals and preparing applications for sabbaticals.

1. Scholarly or creative merit of the activities proposed.
 - a. Value of the project, including its originality and potential contribution to scholarship.
 - b. Adequacy and feasibility of the project in relation to the length of the sabbatical requested.
 - c. Clarity and completeness of the proposal, including references to relevant scholarship.
 - d. Project's potential for contributing to the faculty member's professional development.

- e. Potential for disseminating and/or applying anticipated achievements through publications, grant proposals, presentations, and development of curricular and instructional activities.
- f. Likelihood the project will contribute to the quality of the University and to the implementation of collegiate and University strategic plans.

2. Scholarly or creative productivity of the applicant.

- a. Quality and quantity of professional products, in relation to field and years of academic service.
- b. Substantive evidence of scholarship since the last sabbatical or tenure decision. In the case of a non-tenured faculty member, the time period will be since appointment in a tenure-track position at the University of Kentucky College of Nursing.
- c. Consistency of professional productivity in relation to years of academic service.
- d. Quality and quantity of work supported by previous UK sabbatical awards.
- e. Other academic achievements and contributions, appropriate to the applicant's discipline.

3. In evaluating proposals for improving instruction, the College will recognize the following as major components:

- a. Instructional content, materials, and procedures.
- b. Procedures for evaluating student learning.
- c. Faculty support of and expressed need for curriculum development.
- d. Relationship between proposed project and courses currently or formerly taught, as well as potential future course or curricular changes.

You will find all of the required sabbatical-application forms by scrolling through the pages below.

PATA Review and Recommendation to the Dean. Members of PATA will review all applications for sabbatical using the specific criteria. Each member will individually complete his/her rating of the sabbatical proposal (see attached form) and then PATA will meet to discuss and make their final recommendation to the Dean. PATA will rank order all of the proposals that receive an average rating of 3 or better and will provide a written summary of the strengths and weaknesses for each proposal received. Individual rating sheets as well as the final priority ratings will be provided to the Dean. The Dean will share PATA's written summary feedback with the faculty applicant.

Dean's Review and Recommendation to the Provost. The Dean will determine the number of sabbatical requests that can be financially supported within the College. He/she will review PATA's recommendations and make his/her recommendations to the Provost.

In the case that a faculty member's application is not recommended for a sabbatical during the coming year, he/she will have the option of revising and resubmitting a sabbatical proposal for the following year.

APPLICATION FOR THE COLLEGE OF NURSING SABBATICAL AWARD

To apply for a Sabbatical Award, complete the application form and provide the materials requested. You will need to meet with your reporting administrator to review your request and solicit his/her plan for workload coverage. In the case that your workload crosses academic programs, it is expected that the coverage issue will be addressed with all the applicable administrators. Prepare a PDF or word file of all forms and materials (this file should be forwarded to your reporting administrator and the Dean's office for distribution).

The following are required:

1. COVER SHEET and ABSTRACT (400-600 CHARACTERS maximum). Summarize the proposed activities in clear, concise language.
2. PROSPECTUS (maximum 5 pages, double-spaced with standard margins and font). Specify:
 - a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project and your aims in undertaking it.
 - b. Work to be accomplished: Describe specifically what you plan to do during the award period. Where will you do the work? Identify persons (if any) with whom you will work. If possible and if appropriate, include letters of invitation from appropriate institutions or collaborators and a description of the resources that will be available to you for the proposed project.
 - c. Projected results: What tangible results will your project have, what form will they take, and how and where will you share your results with others (e.g., publication, presentation, grant proposals, classes)?
3. JUSTIFICATION. (maximum 1 page double spaced). How will the project contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? How will this project benefit the college and/or the University as a whole?
4. LAST AWARD REPORT. Attach a copy of your last College Sabbatical Award report, if any. If you do not have a copy of your previous report or if one was not required at the time, in three double-spaced pages specify:
 - a. The nature, purpose and dates of your previous project(s).
 - b. Funding that resulted from the previous project. Be specific with project titles, funding sources, and amounts of grants.
 - c. Publications, products, grant proposals, exhibitions, and presentations resulting from the previous project. Be specific with titles, journals, and dates.
 - d. Academic and instructional benefits, if any, attributable to the project. Include course titles and number of students taught.

5. CURRICULUM VITAE. Attach.

6. FORM FOR REPORTING ADMINISTRATOR. Print your name on the form and include the form in your application packet to the reporting administrator.

7. FORM FOR PATA. Print your name on the form and include the form in your application packet to the Dean's Office.

**APPLICATION FOR
COLLEGE OF NURSING SABBATICAL AWARD
COVER AND ABSTRACT FORM FOR APPLICANT**

Name _____

E-Mail _____

Department _____

Campus Address _____ Phone _____

Present Rank _____ Date Obtained _____

Number of Years as a faculty member at the University of Kentucky _____

This application is for _____ (Semester(s) and Year)

Date of your last sabbatical award, if any (e.g., Fall 1997; half-time academic year 1996-97)

In the previous seven years, what sabbatical awards (with pay) and scholarly leaves (with or without pay) have you accepted and for what purpose? Include dates.

Title of Proposal: _____

Abstract (400-600 CHARACTERS maximum) Use clear and concise language. The ideal abstract gives a sense of the scope and importance of the proposed project.

**APPLICATION FOR COLLEGE OF NURSING SABBATICAL AWARD
FORM FOR REPORTING ADMINISTRATOR**

To be completed by the applicant:

NAME: _____

To be completed by the reporting administrator:

Complete the following and attach it with this cover form to the application.

A plan for how the undergraduate and graduate instructional needs of the College—including the faculty member’s advisees and student projects, theses, and dissertations—will be met while the faculty member is on leave. Be specific with course numbers, course titles, enrollments, and faculty names that will provide course coverage and/or student supervision. A plan for coverage of research commitments during the sabbatical also will be met including a plan for supervision of research staff.

To the reporting administrator: Your signature below certifies that: (1) the applicant meets the eligibility requirements for a sabbatical; and (2) the instructional activities, research, practice, and service needs of the College will be met during the faculty member's leave.

REPORTING ADMINISTRATOR SIGNATURE _____ DATE _____

**APPLICATION FOR SABBATICAL AWARD
PATA RATING AND COMMENT FORM**

To be completed by the applicant:

NAME OF
APPLICANT: _____

To be completed by review committee member:

The reporting administrator's plan to meet the collegiate instructional needs, including graduate student and/or research staff supervision during applicant's leave is adequate: Yes No (if no, please explain):

Rate the applicant's proposal, using the college's criteria, on the following scale:

5 = Excellent 4 = Very good 3 = Good 2 = Marginal 1 = Poor
Definitely award Recommend award if possible Low priority Not recommended

RATING: _____

COMMENTS (including strengths and weaknesses):

EVALUATOR'S NAME: _____

**PATA FINAL RANKING FORM AND
SUMMARY OF STRENGTHS AND WEAKNESSES**

Faculty Name	Rank Order	Summary of Strengths and Weaknesses of Proposal (to be shared with faculty member)