

Dear Faculty Members,

The sabbatical leave application process is amended as shown **below** to allow for remote application submission:

- September 4, 2020**
- The faculty member sends one copy of the **Sabbatical Leave Application Part II: Proposal and Supporting Documentation, plus current curriculum vitae**, as email attachments to the MU Provost email address (MUProvost@millersville.edu). *This application form is available at <https://www.millersville.edu/provost/information-for-faculty.php>. Part II is not required to be submitted if your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award.*
 - The faculty member applying for a sabbatical leave sends a **"Letter of Intent"** by email to the **University President email address (MUPresident@millersville.edu)**. This letter must include a brief statement regarding the purpose of the sabbatical and be copied to the respective department chair and dean.

From: Office of the Provost <OfficeoftheProvost@millersville.edu>

Sent: Monday, May 4, 2020 5:17 PM

To: University Faculty <univfac@millersville.edu>

Cc: Cabinet <execcab@millersville.edu>; .g-Deans-council <deanscouncil@millersville.edu>; .g-Deans-council-cc <deancc@millersville.edu>; .g-Chairs CC <chairsc@millersville.edu>

Subject: Sabbatical Leave Applications for the 2021-2022 Academic Year

MEMORANDUM

TO: University Faculty

FROM: Christine Gaudry, Outgoing Chair
Sabbatical Leave Committee

SUBJECT: **Sabbatical Leave Applications for the 2021-2022 Academic Year**

DATE: May 4, 2020

This memo provides information about the guidelines and processes for applying for sabbatical leaves for the 2021-2022 academic year.

Please review the [Sabbatical Leaves](#) policy, which was revised to include committee consideration of the degree to which the purpose and outcomes of prior sabbatical leaves (if any) were achieved. Applications may be submitted to the Provost by [email](#). Please be sure to include an electronic signature at the end of the application. **The due date for the Part 1 application has been extended by two weeks to Friday, May 22, 2020.**

Faculty members who will have completed seven years of service to the University prior to the semester of the desired leave are eligible to apply for sabbatical leave at this time. If you have questions, contact Dr. Christine Gaudry, Outgoing Chair, Sabbatical Leave Committee (Christine.Gaudry@millersville.edu) or Donna Peters, Office of the Provost (Donna.Peters@millersville.edu).

At the request of the 2017-2018 committee, Dr. Barry David permitted the posting of his application as an example – please see the “Sabbatical” section on the Provost’s [webpage](#).

The sabbatical leave application process consists of two stages, with respective due dates listed below.

Due Date	Description
May 22, 2020	<p>The faculty member submits Sabbatical Leave Application Part I: Eligibility Verification Form to the Provost's Office by email. <i>This application form is attached. It will also be available at https://www.millersville.edu/provost/information-for-faculty.php.</i> Any faculty member considering applying for a sabbatical leave must submit an Eligibility Verification Form.</p> <p>If your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award, attach a copy of your Fulbright Scholar Program application to the Part I Form.</p> <p><i>The Sabbatical Leave Committee reserves the right to accept sabbatical applications from faculty who do not submit the Eligibility Verification form prior to the deadline.</i></p>
September 4, 2020	<p>The faculty member submits six copies of the Sabbatical Leave Application Part II: Proposal and Supporting Documentation, plus current curriculum vitae, to the Provost's Office. <i>This application form is attached. It will also be available at https://www.millersville.edu/provost/information-for-faculty.php.</i> Part II is <u>not required</u> to be submitted if your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award.</p> <p>The faculty member applying for a sabbatical leave sends a "Letter of Intent" sends a "Letter of Intent" to the University President. This letter must include a brief</p>

statement regarding the purpose of the sabbatical and be copied to the respective department chair and dean.

**November 13,
2020**

· Notifications of sabbatical leave decisions are mailed to all applicants.

The Sabbatical Leave Committee and University Administration recognize that circumstances may occur which change the intent to apply for a sabbatical leave. If a decision is made not to apply for a sabbatical, be assured that future sabbatical applications will not be impacted negatively.

Please review all items contained in Article 18, Section A, 1-12, of the current Collective Bargaining Agreement, and at the University Governance and Policies [website](#).

Below is an addendum that includes some helpful advice regarding the sabbatical application process.

nk

c: Department Secretaries

Addendum to Sabbatical Leave Notification

The Committee will consider the following factors in deciding whom to recommend to the President:

1. The validity of the purpose for which the leave is requested.
2. The number of leaves heretofore granted to the applicant.
3. Elapsed period since date of last leave.
4. Number of years since applicant became eligible for leave.
5. Consideration of number in same department requesting leave during any one academic year.
6. Failure to use leave for the purpose stated.
7. Failure to be granted leave does not automatically give priority for nomination to the applicant for the next academic year; however, he/she may be given consideration for the next year if he/she indicates to the Committee.
8. **New in this cycle: Degree to which the purpose and outcomes of prior sabbatical leaves were fully achieved – see [Sabbatical Leaves](#) policy, revised 4/8/20 based on discussion at the 12/13/19 APSCUF Meet & Discuss.**

Although the Committee considers all items above when the candidates are selected, the Committee rates the validity of purpose for which the leave is requested as the most important and assigns it more weight than all other factors combined.

A faculty member may fulfill the valid purpose of a sabbatical leave, as mentioned above, in terms of a *specific* objective. Some examples are listed below. These are suggestions only and are not intended to be exhaustive. The order in which they are presented is not significant.

- Fulfilling a specific need of the University, school, or department (e.g., retraining in a specific academic area where there is a need; participating in programs at other institutions with the intent of developing a similar program)
- Increasing the competence of an individual in his or her assigned tasks (e.g., undertaking additional work in one's academic specialty; broadening of background in one's academic area)
- Developing oneself professionally (e.g., engaging in scholarly research; performing scholarly activity with the intent of publishing the results; serving in an executive position of a state or national professional organization)
- Making a contribution to humankind by using professional training in a way that will reflect favorably on the prestige of the University (e.g., serving in the Peace Corps or Vista as a professional; serving in an underdeveloped nation as a teacher or professional in one's academic area)

The degree to which the requested leave will benefit the University and the individual is of primary consideration. In reviewing applications, the Committee considers the applicant's description of the intended purpose of the leave and evidence submitted regarding the likelihood that the applicant can successfully accomplish the desired purpose. After each committee member evaluates all applications and related support materials, a composite ranking of the applications is constructed, and the Committee submits the rankings to the President or his designee. The President or his designee and the Sabbatical Leave Committee then meet to discuss the ranking. All committee activities conducted prior to the final presidential decision are held in strict confidence.

The faculty member should solicit information regarding medical or other emergency leaves from their department chair or dean.