

MEMO

TO: Faculty

FROM: Peter Steinberger

DATE: August 8, 2008

RE: Sabbaticals 2009-10

All faculty who are scheduled for sabbatical in 2009-10 may submit proposals for a second semester of sabbatical during that year, as described in Section C-6 of the Rules of Procedure.

According to Section C, a second semester of sabbatical will be awarded to all faculty who:

-- are eligible for sabbatical in 09-10 (i.e., will have completed, since the previous sabbatical and prior to the 09-10 academic year, twelve semesters of full-time teaching or the pro-rated equivalent in semesters of part-time teaching),

-- submit a research proposal to the Paid Leave Award Committee that the committee determines to be "excellent,"

-- are able to certify that they either have received significant support – which may or may not be faculty salary support – for their projects from extramural funding agencies recognized for supporting research or creative endeavor in the relevant field or are seeking such support for their projects from at least two such extramural entities.

Typically, certification will be achieved by submitting to CAPP complete copies of the extramural grant applications (excluding confidential letters of recommendation). In cases where extramural grant proposals will be submitted only after the Paid Leave Award Committee makes its decisions, those decisions will be provisional, pending subsequent submission of extramural proposals to CAPP and certification by CAPP.

This year, the deadline for submission of research proposals to the Paid Leave Award Committee shall be Friday, September 26. It will be helpful if you could also indicate to me, at that time, your plans for seeking certification from CAPP regarding extramural proposals. Please let me know if there's anything that I can do to help ensure that your request for certification will be successful.

I enclose here the text of Section C-8, which describes the research proposal to be submitted to the Paid Leave Award Committee:

Section C-8. Untenured faculty who request a one semester sabbatical leave at full pay and who are eligible for this under Section C-5, and tenured faculty who request a full year sabbatical (or two non-consecutive semesters of sabbatical) at full pay and who are eligible for this under either Section C-6 or C-7, must submit a full research proposal to the Paid Leave Award Committee. A full research proposal must include:

- a. A completed cover page.
- b. A brief (300 word) description of the project, intended for a non-specialists audience.
- c. A detailed description of the relationship of the project (not to exceed 1500 words), comprising both a specific statement of the hypotheses to be tested, the questions to be answered, or the goals to be achieved and an account of the project's significance to the field, the curriculum, and the faculty member's intellectual and/or professional development.
- d. A description of the relationship of this award to other possible sources of funding, and the total funding required to complete the project.
- e. A curriculum vitae and a summary of outcomes of recent leaves or summer research projects.
- f. Two letters of support. To the extent possible, letters should come from persons with expertise in the relevant field or area of specialization. At least one of these letters should come from outside of the institution.

The Paid Leave Award Committee will be appointed by the President with the approval of CAPP and CAT. The committee will be composed of one representative from each division of the College. One member of the committee shall be designated Chair by the President with the approval of CAPP and CAT. Committee service will be for two year terms, staggered for purposes of continuity. Faculty members planning to apply in any given year for one semester sabbaticals under C-5 or for one year sabbaticals (or two non-consecutive semesters of sabbatical) under either C-6 or C-7 are not eligible to serve on the committee in that year.