

## OCSE Procedure for Submission and Review of Sabbatical Applications

Sabbatical leave is integral to the support of high quality research and enables faculty to pursue their scholarly interests full-time while maintaining their professional standing so that they may return with renewed vigor, perspective, and insight. The purpose is also to encourage academic and institutional revitalization through a sustained time for research and creative activities, acquisition of expanded and/or new qualifications and skills, and contribution to academic unit plans to improve and/or refocus research efforts in accordance with the mission to improve the research profile of the University.

Ogden expects the Sabbatical, if granted, will provide the faculty member with an experience that will lead, at a minimum, to documentable research outcomes appropriate for the discipline and of significant value to the scholarly agenda of the faculty member, Department, College and University.

### Procedure for Submission

1. Review the WKU Sabbatical Policy (1.130V).
2. Initial coordination with OCSE Dean's office is strongly recommended.
3. Submit the proposal along with supporting documentation, as appropriate, and a current Curriculum Vitae to the Department. The Department Chair, Head, or School Director will conduct a thorough and rigorous review for clarity, style, and content by the required date. A departmental or school committee may also be part of the department review process. The review process is intended to provide constructive feedback to the faculty member prior to final submission to the College. The final proposal should include all items listed in the OCSE Sabbatical Leave Content Checklist.
4. Submit the final endorsed proposal along with appropriate documentation and a current Curriculum Vitae **electronically** to the Ogden College Dean's office by the required date.
5. The complete proposal will be reviewed and scored by the OCSE Sabbatical Review Committee\* for clarity and content. A summary of the review, the overall score, and a recommendation will be forwarded to the Dean. The results of the review, complete proposals, and College level recommendations will be submitted by the required date to the Office of Academic Affairs.
6. College level recommendations and the OCSE Sabbatical Review Committee summary will be reported back to the faculty member within two weeks after the OCSE Sabbatical Review Committee has met.

\*The OCSE Sabbatical Review Committee is composed of a tenured faculty member (non-administrative) from each department or unit. The committee is chaired by the Associate Dean for Research. Service on this committee requires full confidentiality.

## **OCSE Sabbatical Leave Application Content Checklist**

- Initial coordination with OCSE Dean's office is strongly recommended.
- Travel arrangements, if needed, are clear with letters of support or invitation as appropriate.
- Production of measurable scholarly or pedagogical outcomes is expected such as publications, grants, seminars, workshops, and proposals during or shortly after the sabbatical period. The outcomes should be discussed in the proposal.
- Proposed professional development such as workshops, trainings, collaborations and other expansions of professional expertise should have contextual relevance.
- Future impacts and contribution to university, college, and department should be addressed.
- Funding plan for research activities is discussed, if needed, including costs associated with sabbatical-related travel.
- Activity plan for research and/or pedagogy should be understandable to non-scientists.
- Timeline of activity plan should be clear.
- Relationship of sabbatical leave to broader career plan should be included.