



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

To: Faculty Eligible for Sabbatical Leave in the 2023-2024 Academic Year

From: Sabbatical Leave Committee

Date: August 26th, 2022

Re: Call for Applications for Sabbatical Leave

The Sabbatical Leave Committee invites eligible faculty to submit proposals for Sabbatical Leave for the 2023-2024 academic year. The deadline is **Thursday, October 6th, 2022 at 5:00 pm EST** for electronic submission of applications and supporting materials. If you will require IT support for the submission process, please allow extra time as their office closes at 5:00 pm. Electronic submission will be made using a survey tool accessed from:

<https://forms.office.com/r/6dVpwZ5TRW>

Applications submitted after the deadline will not be accepted.

Members applying for sabbatical leave must notify their Department Chairs of the application and must follow the application guidelines elaborated below.

IMPORTANT: The submission process and guidelines follow Senate Bill 16/17-11. Please read this call carefully. The pertinent portion of the bill is included at the end.

Applications may consist of two parts, both of which must be submitted electronically before the October 6th deadline.

Part 1: The required application should be submitted as **a single pdf document with a maximum file size of 10Mb** and include:

- the enclosed application cover sheet,
- a proposal that closely follows “Application Requirements” guidelines provided in this call (**limited to 8 double-spaced pages, 12 pt. font, 1 in. margins**),
- a brief summary (**limited to 2 double-spaced pages**) of experiences/outcomes arising from the applicant’s last sabbatical leave (if they completed one), and
- a curriculum vitae (**up to 2 pages**).

It is essential that applicants use the following naming conventions for their applications:

LASTNAME_INITIAL_APPLICATION.fileextension
(e.g. SMITH_J_APPLICATION.pdf)

Part 2: Optional supporting materials (e.g. book contract, supporting letters, artwork, etc.) **limited to 5 pages and a maximum file size of 10Mb** can also be submitted. Supporting materials must be submitted as a single pdf document using the following naming convention:

LASTNAME_INITIAL_SUPPORT.fileextension
(e.g. SMITH_J_SUPPORT.pdf)

After uploading their file(s), applicants will receive a confirmation email.

The Committee will make its decisions based solely on the written material submitted by each applicant. The Committee will forward a rank-ordered list of recommended candidates to the University President by November 1st, 2022, who will then make the final determinations on granting Sabbatical leaves.

Please refer to the sabbatical leave portion of Senate Bill 16/17-11 for guidelines that are consistent with Article 13.7 of the current CSU-AAUP/CSU-BOT Collective Bargaining Agreement. To be eligible for sabbatical leave in the 2023-2024 academic year, faculty who have had a previous sabbatical leave must have had that leave during or before the 2015-2016 academic year. Faculty members who have not had a sabbatical leave must have been employed as full-time faculty since at least the 2016-2017 academic year. Please note in Article 13.7 of the CSU-AAUP/CSU-BOT *Collective Bargaining Agreement* that each recipient of a sabbatical leave must submit a written report electronically to the Provost within a semester of their return. Past recipients must include a brief description of their accomplishments resulting from their most recent leave in their current application (SB: 16/17-11).

All information about applying for Sabbatical Leave is contained in this call. However, if you wish, you may also access digital copies of SB 16/17-11, this call, samples of past successful applications, and screen shots of the electronic submission form from the senate SharePoint by clicking on this link:

<https://myeasternct.sharepoint.com/Senate/SitePages/Home.aspx>

You will be prompted to enter your regular Eastern logon information. Then open the “committees – at large committees / Sabbatical Leave Committee / Public” folder.

If you have any questions, feel free to contact Peter Drzewiecki, Chair of the Sabbatical Leave Committee (drzewieckip@easternct.edu).

Technical support and/or training on the submission process may be arranged through the Center for Information Technology.

Sincerely,

Peter Drzewiecki
(drzewieckip@easternct.edu)
Chair, Sabbatical Leave Committee

Emiliano Villanueva
(villanuevae@easternct.edu)
Assistant Chair, Sabbatical Leave Committee

APPLICATION FOR SABBATICAL LEAVE
AAUP Faculty
Eastern Connecticut State University

Name _____
Department _____
Leave Requested For ___ Fall ___ Spring
Academic Year _____
Date Hired _____ Date Tenured _____
Date of Last Sabbatical Leave ___ Fall ___ Spring ___ Full Year
Academic Year: _____

Applicant Signature _____ Date _____

The applicant's department chairperson must sign acknowledging that he/she has seen the application.

Dept. Chair Signature _____ Date _____

TITLE OF PROPOSAL: _____

ABSTRACT:

Please type your abstract of between sixty (60) to one hundred (100) words, into the box above: concisely state what you propose to do, how you propose to do it, and how it will benefit the Connecticut State University.

Please submit electronically this application form, your proposal, your curriculum vitae, a summary of your last sabbatical leave (if appropriate), and supporting materials **on or before October 6th, 2022, at 5:00 PM EST** following the guidelines given above.



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Senate Bill 16/17-11 – Pertinent Content for Sabbatical Leave

Eligibility / Procedure

- A. As specified in the *Collective Bargaining Agreement* (CBA Article 13.7 Paragraph 2), only full time members of the University who have received tenure are eligible for a sabbatic leave. After a sabbatic leave, members must complete an additional six-years before they are eligible to receive another sabbatic leave.
- B. The Sabbatic Leave Committee will put out a call for applications to be turned in no earlier than September 15th and not later than October 15th. Applicants must use the attached form and supply all requested information.
- C. The applicant will inform his/her Department Chairperson of the application. The individual's Department Chairperson must sign the form, acknowledging that he/she has seen the application.
- D. The Sabbatic Leave Committee shall submit, in rank order, its recommendations to the President and Provost of the University by November 1st. In the case of two proposals of equal merit, preference shall be given to the individual with the longest service since his/her last sabbatical, as specified in the CBA Article 13.7 Paragraph 4. The University President shall announce his/her recommendations no later than December 15th.
- E. As specified in the *Collective Bargaining Agreement* (CBA Article 13.7 Paragraph 5), each sabbatic leave recipient shall submit a written report that explains the experiences and accomplishments that were attained in pursuit of the objectives established in his/her original proposal to the Provost and the Chair of the Sabbatic Leave Committee within one semester of their return. A copy of the written report will be forwarded by the Provost to the University Archives for permanent storage, and these reports will be available to the public. Failure to complete a report may adversely affect a candidate's application for a future sabbatical.
- F. As specified in the *Collective Bargaining Agreement* (CBA Article 13.7 Paragraph 7), candidates must return for at least one year following a sabbatic leave.

Application Requirements

Per Senate Bill 16/17-11, all sabbatic leave proposals must include the following:

1. A completed cover sheet, including a 60-100 word abstract.
2. A proposal narrative limited to 8 pages and double-spaced, with a 12-point font and a 1-inch margin, which should provide:
 - a. Goals and Objectives
 - b. Background/Prior Work
 - c. Methodology/Activities
 - d. Timeline/Feasibility

- e. Expected Outcomes
 - f. Significance and Impact
 - g. Readability, Clarity, and Adherence to Guidelines
3. If applicable, an additional section (up to two double-spaced pages) describing the activities and outcomes of any sabbatical leave taken in the prior ten years.
 4. A brief CV, limited to two pages.
 5. Up to five pages of additional supportive documents, such as book contracts, letters of support, examples of artwork, etc. may be included.
 6. Submissions: All proposals must be submitted online by the proposal submission deadline following guidelines in the sabbatic leave announcement.

Evaluation of Applications

Committee members may not evaluate applications from their own departments. The alternate member evaluates applicants from departments that are represented on the committee by regular members.

Proposals will be judged on the following criteria:

1. Goals and Objectives: What is the overall goal of this project? What specific objectives will be met?
2. Background/Prior Work: What is the history of this project? What has been done so far? Was it done by the applicant?
3. Methodology/Activities: How and where will the work be conducted? What equipment or sources will be used? What techniques will be used?
4. Timeline /Feasibility: Is the sabbatical time required to conduct the project? Is the time sufficient to complete the project? Is the researcher skilled in the required areas (or able to acquire the skills)? Are required equipment, support, and funding in place?
5. Expected Outcomes: Expected outcomes include, but are not limited to: art exhibits and catalogs, books, publications, conference presentations, development of computer programs, potential for future grant funding, and creation of research opportunities for students. The relative importance of the outcomes in the field should also be addressed.
6. Significance and Impact: This section should describe contributions to the field and/or community, benefits to CSU/ECSU, and advancement of the professional development of the individual in terms of research and/or teaching.
7. Readability, Clarity, and Adherence to Guidelines: The application should be clear, organized, and readable to a general audience of educated non-specialists. All guidelines should be followed.
8. Outcome of Previous Sabbatical Leave. If a sabbatical has been awarded in the ten years prior to the year of application, a two-page description of the proposal, activities, outcomes and significance of the prior sabbatical must be included. If extenuating circumstances

existed that prevented the completion of the proposed activities, they should be clearly stated.

The committee will forward their final rankings and recommendations to the President and Provost by November 1st.

After sabbaticals are awarded, and upon request, the committee chair will provide applicants who did not receive leave the category or categories in which they scored lowest, by consensus of the committee. Only the chair may communicate with the applicants.

Notification Procedures

Recommendations are due by November 1st. A memo detailing the number of applicants, the number of recommended candidates and the ranked list of recommended candidates should be submitted to both the President of the University and the Provost by close of business on November 1st, or the previous business day if November 1st falls on a weekend or holiday.

Memos should be sent to each candidate, stating whether they have been recommended, along with their rank among ranked candidates. An electronic copy of the memos should be sent to the Provost's office.

After sabbatical leaves have been awarded by the President, unsuccessful applicants may request from the Sabbatical Committee, information on which category/categories may be most improved.