

Florida Gulf Coast University Sabbatical Guidelines

Overview

Sabbatical leave awards are an important component of faculty development and institutional excellence. Through the use of sabbaticals, teaching effectiveness may be enhanced, scholarly endeavors enriched, and academic programs developed and strengthened.

Sabbatical leaves are a component of the UFF-FGCU Collective Bargaining Agreement (“CBA,” 2018-2021), Article 22.3.

Sabbaticals . . . are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service. (Art. 22.3A. Policy)

Faculty who are considering application for a sabbatical leave are strongly encouraged to consult the CBA for more complete information. In the event that there is a conflict between the “Sabbatical Guidelines” set forth herein and the CBA, the provisions of the CBA take precedence.

Sabbatical Review Committee

The Sabbatical Review Committee (SRC) is a standing committee of the faculty consisting of one (1) faculty member (ranked with more than six (6) years of service) elected from each college to two (2) year terms, and one ex-officio member appointed by the Office of the Provost. The committee membership shall be staggered so that approximately one-half of the committee membership is elected each year.

The sabbatical review committee shall be elected from among the in-unit employees with more than six (6) years of experience at FGCU in a ranked faculty position. The committee is established as described in Article 22.3D(4) of the CBA (2018-2021).

Sabbatical Awards and Eligibility

FGCU awards two types of sabbatical leaves: one (1) semester at full pay or two (2) semesters at one-half pay. Full-time in-unit tenured or multi-year contract employees at the rank of assistant, associate, or full professor with at least six (6) years of full-time service at FGCU are eligible to apply for a sabbatical leave. A member of the faculty who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

A faculty member awarded a sabbatical may not engage in any university-related activities (e.g., teaching, service) without prior written approval from the Office of the Provost or, if so designated, the faculty member’s dean.

Normally, faculty are not eligible to apply for a second sabbatical until six (6) years of continuous service are completed following the previous sabbatical. Full-time faculty members

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classified as Instructor, Librarian, and Academic Advisor are not eligible for sabbatical leave, but are eligible to apply for Professional Development Leave (see CBA Article 22.1).

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Sabbatical Application Process:

Eligible faculty who wish to apply for a sabbatical leave must submit a "Notice of Intent to Apply for Sabbatical" to the Office of the Provost and to each of their supervisors (chair, dean), using the form provided for this purpose (Attachment A).

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Applicants must submit sabbatical materials in both paper copy and electronic (.pdf) formats.

If the faculty member fails to provide one or more of the required components listed below, then the SRC will disqualify the faculty member's application.

Applicants must label and submit the required application materials in the following order.

1. Cover Sheet for Sabbatical Application (Attachment B)
Completed by applicant and signed by appropriate supervisor and college dean
2. A statement describing:
 - a. The program and activities to be followed while on sabbatical;
 - b. The expected increase in value of the employee to FGCU and the candidate's academic discipline, including the following information:
 - The nature, history, and projected completion date of the activities. If the work is expected to extend beyond the sabbatical, the applicant should provide and explain a timeline.
 - The applicant's professional and/or academic preparation the sabbatical activities and her/his scholarly publications, presentations, and other qualifying work that are evidence of the applicant's preparation.
 - The relationship of the sabbatical activities to increasing the applicant's effectiveness as an instructor and a scholar.
 - All entities that are providing forms of financial support expected during the sabbatical. Faculty may receive funds to support various aspects of the proposed project (e.g., travel and lodging) from other external and internal sources.
 - c. The specific outcomes anticipated from the scheduled sabbatical activities;
 - d. Any and all supplementary income anticipated during the period of the sabbatical that is unrelated to the proposed sabbatical activities.
3. A current curriculum vita with a listing of publications and other significant professional achievements.
4. Copies of the applicant's letters of annual assignment for the past three years.
5. A list of any previous sabbatical(s) taken at FGCU to include the date(s) taken and description of the research or other activities undertaken during the sabbatical and the outcomes.

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6. A separate notarized statement that is signed and dated by the applicant indicating that the candidate has read and agrees to comply with the conditions of the sabbatical program as described in in the CBA, Art. 22.3 (2018-2021).

Applicants may include other statements and materials that provide further evidence of their particular need for a sabbatical. Such statements and materials should be linked directly to the professional standards and requirements of their field or to the particular needs of their college and FGCU. Applicants should submit appropriate documentation and letters of support with their request for a sabbatical.

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Evaluation of Sabbatical Applications

Once the deadline for submitting completed sabbatical applications has passed (the second Friday in October), the Office of the Provost will forward the completed application packets to the chair of the SRC, who then will forward the electronic files to the other committee members. It is important that this is done immediately following the close of the application period so that the committee members have nearly a full month to review the packets.

1. Prior to the November deadline (second Friday in November), the full committee must meet to discuss, evaluate, and rank the applicants, using the evaluation rubric (Attachment C). The final rubric score must be the result of a majority vote of the SRC members present at the meeting.
2. Once the ranking is completed, the chair of the SRC will forward the list of names of the top recommended applicants to the Office of the Provost.
 - a. The number of recommended applicants is determined by the number of available sabbaticals awards, which is calculated each year by the Office of the Provost.
 - b. The rankings are to be based on the final rubric scores that were determined by a majority vote of the SRC membership present at the meeting.
3. The SRC must construct a table that lists the applicants by their final ranking (not by name) and the final rubric score that was determined by a majority vote of the SRC members who were present at the meeting (see Attachment D as an example). This table must accompany the list of recommended awardees when it is forwarded to the Office of the Provost.
4. All applicants have the right to request and receive a copy of their final scored rubric.
 - a. The completed rubric must show the points awarded for each component or indicator, as determined by a vote of the majority of the SRC members. This is intended to illustrate areas of strength and weakness in the sabbatical packet so that the applicant may improve her/his application for the next sabbatical leave cycle.
 - b. The request must be made to the SRC chair no later than the second Friday of January, which is approximately five (5) weeks after the awards are announced.
5. Each year, after the sabbatical awards are announced (no later than the first Friday in December), the table that is forwarded to the Office of the Provost must be posted on the appropriate FGCU web page in order that past and future applicants may view how the rankings were determined.

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- ¶ The sabbatical review committee is a standing committee of the faculty consisting of one (1) faculty member (ranked with more than six (6) years of service) elected from each college to two (2) year terms, and one ex-officio member appointed by Academic Affairs. The committee membership shall be staggered. The sabbatical review committee shall be elected from among the in-unit employees with more than six (6) years of experience at FGCU in a ranked faculty position. The committee is established as described in Article 22.3D(4) of the CBA. ¶

Post Sabbatical Obligations

Faculty members must must continue their employment at the University for at least one (1) academic year following their sabbatical. Agreements to the contrary must be confirmed in writing prior to the award.

1. Faculty members are accountable to the University for their sabbatical activities and outcomes during the sabbatical period. The returning faculty members must submit the report in both paper and electronic (.pdf) formats.
2. Within 30 days upon returning from the sabbatical, faculty members must submit a written report to the President or her/his representative. Per the CBA, the report must cover “the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical (Art. 22.3E.(3)).
3. The report must have the required cover sheet (see Attachment E).
4. The returning faculty members must submit the report in both paper and electronic (.pdf) formats.

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Timeline for Applications

By 5:00 p.m. on the third Friday in September:

Eligible faculty will submit a completed “Notice of Intent to Apply for Sabbatical” (Attachment A) to the Office of the Provost and all supervisors (dean, chair). Faculty who do not submit the form by this date are not eligible to apply in that year for a leave for the following year.

By 5:00 p.m. on the second Friday in October:

Completed sabbatical applications must be received by the Office of the Provost. Based on the number of complete applications from eligible faculty, the Provost or designee will notify the President of the Faculty Senate that the SRC will be required to meet to review applications.

By 5:00 p.m. on the second Friday in November:

The SRC will submit a ranked list of recommended faculty to the Office of the Provost.

By 5:00 p.m. on the first Friday in December:

The Provost or designee will notify the applicants and the SRC of approval or denial of all sabbatical applications.

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Approved: November 18, 2011
Revised and approved: _____

[Attachment A]

Notice of Intent to Apply for Sabbatical

(Must be submitted to Provost's Office by 5 pm on the date established in the Sabbatical Guidelines)

Name _____ Rank _____

Department _____ College _____

I am notifying you of my intention to apply for a sabbatical for the next academic year.

I am interested in:

Full Semester at full-pay _____

Two Semesters at half-pay _____

I would like to take the leave during:

Fall _____

Spring _____

Fall/Spring _____

For twelve-month faculty only:

Summer-Fall _____

The nature of the proposed sabbatical is:

Applicant

Date

Received by (print & sign)

Date

Original to Provost

Copy to Supervisors and Applicant

[Attachment B]

Cover Sheet for Sabbatical Application

(Must be submitted to Provost's Office by 5 pm on date established in the Sabbatical Guidelines)

Applicant materials must be submitted in both paper copy and electronic (.pdf) format.

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Name _____ Rank _____

Department _____ College _____

_____ There are no changes from my "Notice of Intent to Apply for Sabbatical" in the type of sabbatical and the term in which I would like to receive the sabbatical.

_____ There are changes from my "Notice of Intent to Apply for Sabbatical" in the type of sabbatical and the term in which I would like to receive the sabbatical.

My requested changes (if applicable):

This proposal for sabbatical leave has been reviewed and is recommended by:

Immediate Supervisor

Date

College Dean

Date

Received by (print & sign)

Date