

## **FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE GUIDELINES FOR SABBATICAL**

### **INTRODUCTION**

The Faculty Research Committee seeks to recognize the difference between persons, backgrounds, disciplines, orientations, and the possibilities of novel projects in its consideration of proposed sabbatical projects. In evaluating proposals, the committee may consult with appropriately knowledgeable persons inside and outside the university. The committee provides these general norms to assist faculty in drafting their sabbatical proposals and to guide the committee in evaluating the merits of proposed projects. In preparing an application and supporting documentations, an applicant's principal obligation is to present a clear and coherent case. A sabbatical is not automatic; the applicant has the obligation to make the case.

### **PURPOSE**

Sabbatical leaves are awarded with financial support to increase the usefulness to the University of individuals as teachers and as scholars, and to contribute to their long-term effectiveness as members of the academic profession (HB II.B.2.a). The sabbatical leave affords the faculty member a release from normal teaching and service duties to pursue scholarly or creative activities that will benefit the individual and the university. Such activities may include intensive research and/or writing in one's discipline, retraining in a different field or methodology related to the person's professional and/or teaching area, and training to improve teaching methods. The scholarly or creative products of the leave will be disseminated in an appropriate peer-reviewed venue.

### **DEADLINE FOR APPLICATION**

The deadlines are November 1 (for the applicant), November 7 (for the head of the curriculum area's letter), and November 15 (for the Dean's letter). Applications must be submitted on or before the deadline. Late applications will NOT be reviewed.

Note: If the deadline falls on a weekend or holiday, the application is due on the first business day following the deadline.

### **ELIGIBILITY**

- The applicant must meet the university and departmental criteria for sabbatical leave release as stated in the latest edition of the *Faculty Handbook* or amendments thereto (II.B.2.a). In particular, applications for either or both semesters of an academic year must be submitted in November of the previous academic year.
- Projects that emphasize scholarly research should have value not only to the individual, but should ensure an advance in knowledge in the field, and should have potential for scholarly publications.
- Projects that emphasize artistic creativity such as painting, sculpture, musical composition, writing of poetry, drama, or fiction, or similar endeavors, should have a reasonably direct relation to the person's discipline and be subject to evaluative norms of the profession.
- Projects that emphasize professional development should clearly show promise of improved performance in one's teaching and/or professional responsibilities.
- Projects that emphasize community engaged scholarship may be considered, where such projects would be of exceptional value to the individual's professional responsibilities, or to the university, or to the broader community.

## PROCEDURE

Check the *Faculty Handbook* for eligibility.

Consult with department chairperson for planning and evaluation of the proposed project so that the completed application is submitted to the Research Committee by the deadline.

Applicants must submit their completed proposal in the manner indicated on the General Faculty Secretary's website.

The Research Committee reviews the application and makes recommendations to the Provost. The Committee's recommendations are final.

## PROPOSAL

The proposal should provide the Research Committee with the information necessary for evaluation. It is important that the applicant provide complete and specific information about the project itself, its importance to the applicant's professional life, and its value to the university. The proposal should use language that clearly communicates to a committee of people not in that person's discipline the subject matter, the plan, and the methods involved. The following information in clearly labeled sections and paginated contiguously for the whole document is required:

1. Name, department, rank, and date of application
2. Date of initial appointment and date of tenure
3. Date(s) of prior sabbatical(s) and prior external and internal research support of the past 10 years (Append copies of the most recent prior sabbatical, pre-tenure, senior summer fellowship, research grant, and summer research stipend reports)
4. First semester eligible for sabbatical and period of proposed sabbatical
5. Title of project
6. Primary focus of project: research, pedagogical development, or professional development.
7. Short project summary of no more than 150 words
8. Benefit of the project to the university
9. Detailed description of proposed project of no more than 1000 words
  - A. Tasks: The tasks to be performed should be described, and the expected results should be outlined in detail. Any related work already done should also be described.
  - B. Importance and relevance: The importance of the project should be discussed and its relevance to the investigator's long-term research plans explained.
  - C. Timeline: A detailed timeline of the tasks to be performed during the duration of the award should be included.
  - D. Expected final product(s): The expected final product(s) should be explicitly described.
  - E. Dissemination plan: The plan for disseminating research findings or product(s) in an appropriate peer-reviewed venue should be described.
  - F. Resources: Resources necessary for the completion of the proposed project should be described, if applicable.

10. Relevant bibliography. Works related to the project recently published in the applicant's field should be included.
11. Comments
12. For projects involving research with human subjects or animals, Institutional Review Board (IRB) approval or Institutional Animal Care and Use Committee (IACUC) approval is not needed at the time of this proposal but it is expected to be obtained before commencement of the project. Indicate here if IRB or IACUC approval is required. A copy of the IRB or IACUC approval letter should be submitted to the Faculty Research Committee Administrative Liaison, CNS 300.
13. Curriculum Vitae (The curriculum vitae should reflect applicant's record of teaching, research, and service).

### REVIEW

If the applicant has not followed the guidelines approved by the faculty, or does not follow the timetable specified in the *Faculty Handbook*, the application will not be further considered.

The proposed project should demonstrate a reasonable expectation of completion or substantial progress, with access to necessary resources.

### REPORTING REQUIREMENT

A final report is due six months following the end of the sabbatical leave. This report should discuss your accomplishments and the immediate outcomes and products of your sabbatical. This should be related back to the original goals and plans in your proposal, explicitly noting any necessary modifications in their implementation. In addition, you should note any intended future outcomes and products that will likely stem from your sabbatical project.

The final report should be sent to the Faculty Research Committee Administrative Liaison via email at [FRCApplications@fairfield.edu](mailto:FRCApplications@fairfield.edu) with a copy to the Associate Vice Provost for Research and Scholarship, the applicant's Dean, and the applicant's Chair/Head of Curriculum Area.

### GUIDELINES FOR THE LETTER FROM THE HEAD OF THE CURRICULUM AREA

The letters must:

1. Mention the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching, and
2. Indicate how the department will cover the applicant's teaching while on sabbatical

AC: 05/15/1989

Amended AC: 11/03/2003, 03/01/2004, 09/11/2006, 04/30/2007,  
04/08/2013, 11/30/2020, 05/16/2024, 10/07/2024