

<p style="text-align: center;">FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE GUIDELINES FOR SABBATICAL</p>
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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.

PURPOSE

The sabbatical leave affords the faculty member a release from normal teaching duties to pursue activities that will benefit the individual and the university. Such activities may include intensive research and/or writing in one's discipline, academic renewal in one's field, retraining in a different field or methodology related to the person's professional and/or teaching area, training to improve teaching methods, and developing programs that would be of benefit to the university.

DEADLINE FOR APPLICATION

The deadlines are generally November 1 (for the applicant), November 7 (for the Department Chair), November 15 (for the Dean) and published each year by the Research Committee. Applicants must submit their completed proposal and 6 additional copies to the Department Chair. The Department Chair must submit his/her letter of recommendation and the proposal to the Dean. The Dean must submit his/her recommendation, the Department Chair's recommendation, the original proposal and 6 copies to CNS 300 c/o the Chair of the Faculty Research Committee.

CONDITIONS OF 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 publication.
- 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 service 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.

RESOURCES

The proposed project should demonstrate a reasonable expectation of completion or substantial progress. The applicant should give evidence of the following:

- The proper prerequisites to carry out the project.
- The resources that are necessary for successful completion. Such resources may include research materials, library collections, laboratory facilities, computer facilities, etc.
- The necessary approval and support of the host institution for work to be undertaken at another institution. Explain in detail the resources and facilities offered by the host institution.

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 November 15.

FORMAT

Proposals should be submitted according to the following format:

- The format is intended to provide the 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 appropriate to the discipline, but should also use language that clearly communicates to the committee the subject matter, the plan, and the methods involved.

- Failure to follow these guidelines and timetable will result in non-review of the application.
- An original and 6 copies are required.

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.

If, after first review, the application is deemed to have merit, but is judged by the committee to be deficient in some area, the applicant may be asked to submit additional data for reconsideration.

PROPOSAL

The proposal should be presented in a manner so that persons not acquainted with the field could understand and evaluate the project. Please include the following information:

1. Name
2. Date
3. Department
4. Rank
5. Date of initial appointment and date of tenure
6. Date of prior sabbatical (Append a copy of prior sabbatical, pre-tenure and research leave reports).
7. Period of proposed sabbatical.
8. Title of sabbatical project.
9. Short project summary (Indicate focus of project: research, teaching, professional development, community service.)
10. Benefit of the project to the university.
11. Detailed description of proposed project. Indicate resources necessary for completion and any related work already done.
12. Relevant bibliography
13. Comments.
14. IRB review, if applicable

15. Curriculum Vitae (The curriculum vitae should reflect applicant's record of teaching, research, and service.)

16. Letters of recommendation from Department Chair (see attached for recommendation guidelines.)

REPORTING REQUIREMENT

Final report is due six months following the end of the sabbatical leave.

Final report is sent to Faculty Research Committee Administrative Liaison, CNS 300.

Copies of final report are sent to Academic Vice President, applicant's Dean and applicant's Chair.

FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE
LETTERS OF RECOMMENDATION GUIDELINES

The letters must:

- Explain to the Faculty Research Committee the significance of the applicant's research and its relevance to the purposes of the department/program area.
- Document the applicant's previous analytical or creative research activity
- Mention the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching, and
- Support the applicant's reasonable expectations that the proposed work will be completed as stated in the proposal.
- Indicate how the department will cover the applicant's teaching while on sabbatical.

The Department Chair's letter must be able to support the applicant's candidacy in language that is comprehensible to the Faculty Research Committee members who come from various disciplines.

AC: 05/15/1989
AC: 11/03/2003
AC: 03/01/2004
AC: 09/11/2006
AC: 04/30/2007