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**PROPOSED SABBATICAL LEAVES FOR 2025-2026**

## GUIDELINES

**ELIGIBILITY:**

In order to be on sabbatical leave during the academic year 2025-2026, you must apply in the Fall of 2024. Faculty members are eligible to apply if:

* you have tenure or have passed your sixth-year review (ETC) or comprehensive review (CAT).
* you have never had a sabbatical and were hired in the fall of 2018 (or earlier); **or**
* your last sabbatical was during the academic year 2018-2019 (or earlier).

Please note that time spent on a leave of absence cannot be counted toward eligibility for a sabbatical leave.

**TIMETABLE in 2024:**

May 10: General information session for potential applicants hosted by the Associate Provost for Faculty Affairs and Research as well as the Sabbatical Committee Chair.

September 13: Deadline to submit application\* to your Dean.

(Second Friday after Labor Day, per FPM.)

September 20: Application\* with all approvals forwarded to the Associate Provost.

October 25: Recommendations of the Sabbatical Committee forwarded to the Provost, who, in turn, makes recommendations to the President.

November/December: The President forwards their recommendations to the Board of Regents. President notifies the applicants of decisions by the Board of Regents.

**MATERIAL TO BE SUBMITTED:**

\*PLEASE NOTE THAT WE HAVE ADOPTED AN ELECTRONIC SUBMISSION PROCESS. Please submit the documents below as **one PDF file**:

1. the cover sheet (attached)
2. a detailed proposal
3. a current *curriculum vitae*, which should list professional achievements indicating that the project will have a reasonable likelihood of successful completion
4. the **signed** recommendation forms from the department chair, where applicable, and Dean (attached).
5. If you have previously had a sabbatical, the official report from your last sabbatical.

Supporting materials (e.g., publications, slide collections, concert programs) may be submitted. Please use electronic formats if at all possible. Supporting documents may be hard copy if necessary. Material that faculty members would like to have returned following the review process should be suitably marked. Any proprietary material should be clearly marked.

**STEPS TO SUBMISSION**

1. The faculty member submits items 1-3 above to the department chair or equivalent.
2. Department Chair fills out and signs the recommendation form and returns it to the faculty member.
3. The faculty member submits items 1-3 above, plus the Chair’s recommendation form, to the Dean.
4. The Dean fills out and signs the recommendation form and returns it to the faculty member. ***In considering approval of requests for sabbatical leaves, the dean and chair must consider each college and department’s academic staffing needs.***
5. The applicant converts items 1-4 above (and item 5, if relevant) into a PDF file, and submits it to the Associate Provost.

**SABBATICAL COST/SAVINGS WORKSHEET**

**This document is to be completed by the collegiate dean** and submitted by the college dean’s office to the Office of the Provost by September 20, 2024. **This form is not included in the PDF application and will not be seen by the sabbatical committee.**

**GOAL OF A SABBATICAL:**

The *Faculty Policy Manual (FPM)* (Section 12.2 (2)) notes that “The sabbatical project should be one that adds to the strength of the University through the professional development of the faculty member.” It is the faculty member’s responsibility to make a strong case for the proposed activities and their contributions to professional development.

**LENGTH OF A SABBATICAL:**

Faculty members may apply for a one-semester sabbatical or a one-year sabbatical. As stipulated in the *FPM* (Section 12.3 (1)), faculty on sabbatical for one semester will receive full salary, and faculty on sabbatical for one year will receive 60% of their annual salary. Faculty members should consider carefully their choice to apply for a one-semester or one-year sabbatical, as changes to the length of a sabbatical once it has been approved by the Board of Regents cannot always be accommodated (see section on Changes in the Length of a Sabbatical).

# CONTENT OF THE PROPOSAL:

When constructing the proposal, be sure to include the following:

1. A brief description of your last sabbatical, if applicable. A copy of the sabbatical report from that project should be attached.
2. Abstract: A one-paragraph summary of the project, its goals, and the requested time period for the sabbatical (i.e., fall or spring semester or full year). This abstract should be written in the third person and will be used for subsequent announcements and press should the sabbatical application be approved.
3. Rationale and description of planned activity: State the rationale for your proposal in terms of the larger professional goals within which it is conceived. Describe the work involved in the project in a manner understandable to individuals outside of your discipline.
4. Description of preliminary work: Describe what has been done to prepare for the work you plan to complete on sabbatical. If the proposed project will require approval from the Institutional Review Board (IRB), indicate the status of the application to IRB.
5. Timetable: An approximate schedule of how the sabbatical period will be organized and a framework for completion of the project. When describing the completion of the project, note which pieces may be completed during the sabbatical period and which may carry past the allotted sabbatical time.
6. Expectations: Describe the desired achievements in terms of publication, performance, exhibition, curricular development or professional enrichment. If not immediately evident, please explain how the results of the sabbatical will be disseminated.
7. Proposed location of the sabbatical: Describe where the work is to be done and others involved in the project.
8. Experience and qualifications of the applicant: Describe your qualifications for completing the project. You may also submit letters from institutions where the work will be carried out, from publishers interested in the work, from colleagues who will be part of the project, and the like.

**CRITERIA USED TO EVALUATE PROPOSALS:**

As established in the *FPM* (Section 12.2 (2)), Sabbatical Committee members evaluate proposals based on the following criteria listed in order of importance:

1. The merit of the proposed project;
2. How the proposed project will contribute to the strength of the University through the professional development of the applicant;
3. The clarity and coherence of the proposal;
4. The probability that the applicant can successfully complete the proposed project; and
5. Productive use of previous sabbatical(s), if applicable.

In reviewing sabbatical applications, the committee is sensitive to the diversity of academic and artistic work produced by faculty at a comprehensive university. Proposals should be written for a general audience of colleagues from very different disciplines among our seven diverse colleges and schools. Proposals written in highly technical terms or the jargon of the applicant’s discipline have on occasion been difficult to understand, which resulted in lower ratings. Applications do not have to be lengthy to communicate one’s plans effectively.

In arriving at its recommendations, the Sabbatical Committee does not consider the departmental or college affiliation of the applicant; staffing or budgetary considerations of units that might be affected; or the proposed term (annual or semester) of the sabbatical. The committee rates and ranks the applications and forwards these ratings and rankings as recommendations to the Provost. The Provost will make the final decision about awards.

**MEMBERSHIP AND PROCEDURES OF THE COMMITTEE:**

The Sabbatical Committee consists of representatives from each of the seven colleges and schools and the Faculty Senate. Recommendations for membership on the committee are forwarded to the Provost by the academic deans and the Chair of the Faculty Senate, respectively. Appointments are made by the Provost who chooses a chair from this group.

During the review process, committee members are to use only those materials submitted by the candidate. Letters from or personal communication with the candidate or any other persons are not to be solicited by the committee members and will not be accepted during the review process. After its review, the committee provides the Provost with its report consisting of both ratings and rankings of the proposals.

**SUMMARY REPORT:**

Faculty receiving sabbaticals should submit a detailed summary report to the Associate Provost for Faculty Affairs and Research within three months after the end of their sabbatical. Extensions may be granted on request. Failure to submit reports in a timely manner may affect subsequent sabbatical proposals.

**CHANGES IN THE LENGTH OF A SABBATICAL:**

According to the *FPM* (Section 12.3 (3)), “Faculty members wishing to change the duration of a sabbatical after the President has issued a letter of authorization must obtain the endorsement of the review committee and the approval of the Provost in consultation with the appropriate dean and department chair.

Such requests must be submitted and reviewed prior to April 15. Approval is dependent on a variety of factors including the availability of adequate financial resources. Faculty members, who fail to obtain external funding necessary to make an annual sabbatical practical, may delay the beginning of their annual sabbatical for a period of one year.”

**MISCELLANEOUS:**

The use of a sabbatical to complete a degree is acceptable. A detailed description of the course of study should be part of the application package.

As described in the *FPM* (Section 12.3 (1)), “grants, fellowships, and other awards from sources outside the University are supplemental to and not in lieu of a faculty member’s salary while on sabbatical leave. Employment outside the specific terms of the sabbatical leave is not permitted.”

**SABBATICAL APPLICATION**

**COVER SHEET**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College/School and Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Last Sabbatical (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Leaves of Absence (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date When Hired as Full-Time Faculty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for One- or Two-Semester Sabbatical** (if one semester, indicate fall or spring)**:\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty are encouraged to apply for external funds where possible to facilitate annual sabbaticals.

Please describe efforts you have made.

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As annual sabbaticals often involve external funding which materializes late in the year, an extension of the contract return period can be granted by the Provost for faculty still pursuing funding. Normally, such extensions will not exceed May 1, 2025.

Deadline for submitting the sabbatical application to the Dean’s Office: **September 13, 2024**

**UNIVERSITY OF HARTFORD**

**REQUEST FOR SABBATICAL LEAVE IN**

**2025-2026**

**Chair Recommendation Form**

Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Fall Semester 2025\_\_\_\_\_ Spring Semester 2026\_\_\_\_\_ Full Academic Year 2025-2026\_\_\_\_\_

**RECOMMENDATION of the Department Chair (where applicable):**

(attach additional pages if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date

**UNIVERSITY OF HARTFORD**

**REQUEST FOR SABBATICAL LEAVE IN**

**2025-2026**

**Dean Recommendation Form**

Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Fall Semester 2025\_\_\_\_\_ Spring Semester 2026\_\_\_\_\_ Full Academic Year 2025-2026\_\_\_\_\_

**RECOMMENDATION by the Dean of the School/College:**

(attach additional pages if necessary)

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Dean Date