

## Sabbatical Application Guide

### Types of Sabbaticals

Eligible faculty members of the College of Arts and Sciences may elect either a full contract year sabbatical leave at half one's regular salary; or a one-semester sabbatical leave at full salary.

### Types of Projects

The sabbatical project must contribute to the faculty member's professional development and make a contribution to the scholarly discipline of the faculty member, enhance their teaching, or enhance their service to the community. In all disciplines, scholarly or artistic projects may fall into any of Boyer's four scholarship categories:

- Discovery: research toward peer-reviewed publications, performances, presentations; editorial work
- Teaching: education research; publications/presentations on pedagogical topics; assessment/textbook writing
- Integration: publication, presentation, or public speaking on multi/interdisciplinary connections or innovation
- Application: society leadership; professional/clinical practice; licensure/certification study; public outreach

A sabbatical leave may also be used to complete coursework or a dissertation that leads to a terminal degree in the academic discipline of a faculty member's primary teaching responsibilities at Bethel.

Sabbatical projects are expected to:

- Indicate professional growth from previous sabbatical releases (if applicable).
- Focus on the faculty member's individual professional development, not work for the institution (ex: curriculum revision only).
- Strengthen one's portfolio for continuing appointment, tenure renewal, and/or promotion.
- Foster contribution to one's discipline by a presentation at a national conference, publication in a peer-reviewed journal, or other peer-review appropriate to the project.

### Application

**Only timely and complete applications will be reviewed.** It is the faculty member's responsibility to ensure that their materials are submitted to Academic Affairs by the deadline of August 15th. At its discretion, the committee may request additional information from the applicant before reviewing the application. Required materials include:

- Application form ([link](#))
- Recent CV

- Department chair evaluation form ([link](#)). (The Provost's Office will handle late submissions of this form.)

### **Committee Evaluation**

The Sabbatical Committee will review each application according to the following criteria, and build a ranked list of applications. An application's ranking will be based on a weighted average of scores from each of the individual criteria.

- **Eligibility (10%):** the number of years since the faculty member's entry to Bethel or previous sabbatical is considered. Faculty are eligible for a sabbatical leave after completing 6 years of full-time teaching. Faculty who have not been awarded sabbatical leave accrue higher priority for longer intervals of teaching, with highest priority given to intervals of 10 years or longer.
- **Feasibility (15%):** evaluation of the project's scope, planning, and timelines. Consideration of previous sabbatical reports.
- **Scholarly or Artistic Merit (35%):** evaluation of the project's scholarly nature; alignment with the faculty member's existing expertise and/or desired new directions of study; relationship between the proposed activities and the proposed scholarly outcome or product; presentation or publication venues. Consideration of department chair feedback on the proposed project.
- **Project Benefits (30%):** separate consideration of the proposed project's potential benefits to Bethel university communities (students, the faculty member's department, other faculty, and the institution as a whole), to the public or wider discipline, and to the faculty member's professional development.
- **Other factors (10%):** the committee may determine that another factor merits extra weight in the evaluation process. For example, external awards or appointments, continuing education requirements, etc.

For detailed information about each of the criteria, please refer to the [Sabbatical Evaluation Guide for Committee Members](#).

### **Post-sabbatical Reporting**

Faculty who take a sabbatical leave are expected to:

- Return to Bethel for at least one year of full-time teaching following the period of sabbatical leave
- Submit a sabbatical report ([link](#)) to Academic Affairs the semester following the sabbatical. Failure to submit a report will negatively impact future sabbatical application evaluations.
- Complete the sabbatical objectives, or explain changes to the sabbatical objects in the report. Failure to complete the expectations for sabbatical could negatively impact future sabbatical application evaluations.