

Article VII—MSU Faculty Sabbatical Program

Section 1.

Background and Purpose

The purpose of Minot State University's Faculty Sabbatical Program is to renew and embolden our faculty members as teachers and scholars. The award of a sabbatical is a privilege predicated on the faculty member's record of positive contribution to the university. The granting of faculty sabbaticals is competitive and will be evaluated against clear criteria. The ideal sabbatical proposal comprises faculty renewal and scholarly activity and will promote the core values reflected in the University Vision.

Section 2.

Eligibility

1. A tenured faculty member at the associate or full professor rank who has completed seven years of full-time academic employment at MSU is eligible to apply for sabbatical.
2. The faculty member may not have taken a sabbatical or developmental leave within the NDUS system during the previous seven years.
3. Preference will be given to faculty members exhibiting a consistent record of teaching excellence.

Section 3.

Sabbatical Options

There are two options for sabbatical for MSU faculty members:

1. A faculty member may take a sabbatical over a full academic year with financial support at fifty percent. The faculty member may choose to cover the remainder of her/his compensation with support from grants and fellowships. A full-year sabbatical will take place over a continuous interval comprising two consecutive semesters (Fall/Spring or Spring/Fall).
2. A faculty member may take a one-semester sabbatical with one hundred percent financial support. A one-semester sabbatical may be taken in either the fall or spring semester.

All employment benefits currently received by the faculty member will be maintained by MSU throughout the duration of the sabbatical leave.

A faculty member can apply for a sabbatical to take place at any point during the two academic years following the year of application.

Section 4.

Criteria for Evaluation of Sabbatical Proposal

In addition to satisfying eligibility requirements for the sabbatical, three major criteria will guide the evaluation of sabbatical proposals:

Criterion 1: Teaching Excellence.

The applicant will have a record of teaching excellence and will write a narrative describing a teaching philosophy along with a compelling argument that she or he is an excellent teacher. Teaching excellence is not always buoyed by student

evaluations, i.e., the best teacher may not always be the most “popular” teacher; the narrative gives the applicant an opportunity to demonstrate her/his evidence of excellence in teaching.

The applicant will demonstrate teaching excellence with supporting evidence, which might include student evaluations, university awards of recognition, chairperson evaluations.

Criterion 2: Advancing Professional Development within the Discipline.

A sabbatical provides an opportunity for the faculty member to achieve noteworthy professional development within her/his respective discipline. As such, the faculty member is expected to articulate a plan of scholarly work, including a pertinent review of the literature within the discipline and a clear rationale for the goals described in the sabbatical proposal.

Scholarship across the university is evidenced by widely varying activities. It is often characterized by intellectual curiosity, artistic expression, creativity, and reflective analysis, in keeping with the standards of the faculty member’s respective discipline. Such work typically fits into one or more of the following categories:

- I. Theoretical or applied scholarship validated by external peer review.
 - a. Published articles in appropriate professional journals or presses.
 - b. Creative or interpretive performance (e.g. concerts, recitals, exhibits, recordings, or film.)
 - c. Scholarly papers presented at conventions or meetings of professional organizations.
 - d. Authored books or chapters in books.
 - e. Published computer programs.
 - f. Materials produced or adopted for use by professional/business, or governmental organizations and agencies.
- II. Grants and Contracts:
 - a. Submitted grant proposals.
 - b. Secured funding for support of research
 - c. Scholarly activity or creative/interpretive work.
- III. Consulting:
 - d. Editorial work within the field of specialization.
 - e. Service as a panelist for conventions or meetings of professional organizations.
 - f. Development and sharing of knowledge by the individual within her/his discipline through recognized institutions and/or organizations.
- IV. Other recognized scholarly contributions within her/his discipline not elsewhere defined in the section.

Criterion 3: Contribution to MSU's Mission.

The University Vision is a product of shared university governance and reflects our core values, inspiring current endeavors on our campus as well as indicating the direction of growth we have articulated for our future. A faculty sabbatical program is a key component of our vision for MSU as a premiere institution of higher learning.

Consistent with this institutional spirit, the faculty member should describe how the sabbatical proposal contributes to the University Vision. Instead of simply repeating the language of the University Vision in the proposal, the faculty member should develop a deeper understanding of this plan for our university. The faculty member is encouraged to think creatively and broadly, developing goals and objectives in the sabbatical proposal that on a practical level help us to make tangible our commitment to excellence in teaching and learning, respect for diversity, developing the character of our students, high ethical and moral standards, service to our community, and our stewardship of place.

Section 5.

Review Process

A call for sabbatical applications will go out in March from the Office of the University President, encouraging eligible faculty members to submit sabbatical applications in the Fall. In early April, the Faculty Senate Sabbatical Committee will host an "open house" workshop to provide an overview of the Faculty Sabbatical Program and to inform faculty members about the application process, followed by subsequent reminders. Each faculty member is strongly encouraged to start planning for sabbatical leave in the Spring semester and should inform the appropriate chairperson at this time about her/his intention to submit a sabbatical application in the Fall. Successful applicants will be announced in December. They will take their sabbatical leave during one of the two following academic years as specified in their application.

Deadlines

1. In the first week of September, the President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies the Faculty Senate President.
 2. Submission of Complete Application by Faculty Member to Chairperson: Second Friday of September
 3. Forward from Chairperson to Vice President for Academic Affairs: Last Friday of September
 4. Forward from Vice President for Academic Affairs to Faculty Senate Sabbatical Committee: Second Friday of October
 5. Recommendations to President of University and to applicants: Wednesday prior to Thanksgiving Break
 6. Announcement of Awards by President of University: First Friday of December.
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1. Appraisal of Available Slots for Sabbatical Leave
In the first week of September, the President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies

the Faculty Senate President.

It is the goal of MSU to provide a number of sabbatical leaves (slots) each academic year equal to five percent of the current full-time faculty positions; this number currently equals about nine sabbatical slots for each academic year. The number of available slots, however, may change slightly in either direction from year to year based on a variety of considerations, e.g., funding, curricular demands, enrollment growth, etc. The number of sabbatical slots will be apportioned across the three colleges in a fair manner that is commensurate with the number of FTE faculty within each college.

The purpose of a sabbatical appraisal report (generated each Fall term) is to help project the number of slots that can be funded within each college for the subsequent year. However, because the sabbatical program is competitive, it must be noted that while a specific number of available slots may be anticipated for each college, the quality of the applications will take higher priority over a college-quota system in determining who is awarded a sabbatical. Thus, a projection of a number of sabbatical slots for a college is no guarantee that there will be the same number of applications originating in that college that achieve the standard of quality that will merit the award.

The University President will inform the President of the Faculty Senate on the number of sabbaticals that will be allowed within each college for the subsequent academic year in the first week of September; the President of the Faculty Senate will give the charge accordingly to the Sabbatical Committee.

2. Submission of Complete Application by Faculty Member

Second Friday of September. The applicant will submit the complete electronic application to the chairperson of the academic unit, as directed in the application packet.

The applicant will submit the complete application to the chairperson of the academic unit no later than the first Friday of September. The application includes the completed form titled "Application for Faculty Sabbatical," the sabbatical proposal, a current curriculum vitae, two letters of support from colleagues, the completed "Conditions of Agreement for Faculty Sabbatical" form, and all necessary supporting documentation.

Last Friday of September. The chairperson will forward the application, along with the completed "Chairperson Review" form (found on the Faculty Senate Sabbatical Committee webpage) and the chairperson's letter of clear (yes/no) recommendation, to the Vice President for Academic Affairs by the last Friday of September.

3. Faculty Senate Recommendation

Thanksgiving Break. Faculty Senate Sabbatical Committee forwards recommendations to the President of the University.

The Sabbatical Committee of the Faculty Senate will evaluate the sabbatical applications and will recommend sabbatical applications of sufficient quality that merit award to the President of the University. Concurrently, the Committee will notify applicants of the committee

recommendations. The number of applications recommended to the President may be less than but shall not exceed the number of slots determined available for the following academic year. This work will be completed prior to the Thanksgiving Break.

If a member of the committee intends to make application for a sabbatical in the current year of review, he/she must recuse himself/herself and notify the Faculty Senate President, so that he/she may appoint a replacement.

4. Administrative Approval

First Friday of December. Announcement by the President of the University.

The President of the University will consider recommended proposals. The President will announce the names of successful applicants on the first Friday of December. An award letter will be sent to each successful applicant at this time; a copy of this letter will be placed in the faculty member's personnel file (VPAA's office).

Application for Faculty Sabbatical (Form)

North Dakota State Board of Higher Education Policy Section 701.2 describes the general guidelines for Developmental Leave for faculty members in the North Dakota University System; each university is required to develop policy and procedure specific to its campus. The Application for Faculty Sabbatical form and Conditions of Agreement for Faculty Sabbatical Leave form can be found on the Faculty Senate Sabbatical Committee webpage. Applicants should complete the forms and attach a well-formatted electronic proposal using the guidelines that follow.

Guidelines for Sabbatical Proposal

The applicant will submit an electronic sabbatical proposal that includes these elements and follows these guidelines:

COVER SHEET

The cover sheet should include the proposal title, applicant's name, academic rank, academic unit and college, and calendar date corresponding to the day of actual submission.

ABSTRACT

Provide a general description of the intended sabbatical (300 word maximum).

PART I: NARRATIVE

The Narrative includes Sections A through D and should not exceed a total of twenty pages.

Section A. Goals and Objectives.

Describe in detail your goals and objectives for the sabbatical leave, elaborating on the following questions under "Goals and Objectives":

What are the major goals of your sabbatical and how are they related? What objectives have you created that will lead you to these goals? What are the anticipated practical outcomes of your sabbatical (skills, knowledge, publications, artistic work, products, etc)?

Section B. Criteria

Please critically describe and support with evidence how your proposal qualifies for Criterion 1 and supports Criteria 2 and 3 (please consult “Criteria for Evaluation of Sabbatical Proposal” under “General Information” for details regarding these criteria):

1. Criterion 1: Teaching Excellence
2. Criterion 2: Advancing Professional Development within the Discipline
3. Criterion 3: Contribution to MSU’s Mission and Vision.

Section C. Schedule and Location

Please describe your anticipated activity in terms of a schedule (e.g., daily activities, timelines) and by location (e.g., at home, at MSU, the British Museum) with as much detail as you can presently verify.

Section D. Procedure

It is highly advised that colleagues familiar with your area of interest review and help you optimize this critical section of the proposal; these same individuals may write your letters of support (see Part V). Please address the following points under “Procedure”:

1. Describe methods (or techniques) and materials that will be utilized during your sabbatical; include references as appropriate.
2. What resources are critical to the success of this proposal? What is “Plan B” if these resources should fail in any way?
3. Provide your rationale for site selection and colleagues you will be working with during your sabbatical, if applicable.
4. If relevant, research involving human subjects or non-human animals must be approved by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC), respectively, before the sabbatical begins. Attach supporting documentation.
5. Any concerns or questions regarding intellectual property or copyright resulting from the sabbatical leave should be addressed in this section of the proposal after consultation with the Vice President for Academic Affairs.

Section E. References

Follow current APA-formatting guidelines (or other acceptable professional style sheet from your discipline) while preparing the “Reference” section.

PART II. BUDGET

Present a budget describing the expenses necessary for this sabbatical, including but not limited to relocation costs, housing, travel, literature, photocopying, materials, etc. How will you cover these expenses?

PART III: SUPPORT

Section F. Financial Support.

List and elaborate on any awards, fellowships, or grants you are planning or have applied for to supplement your income during the intended period of sabbatical leave. Include agency contact information.

Section G. Prior Developmental Leave

List any prior leave(s) of absence during your employment with the North Dakota University System. Include description and dates covering the interval(s) of leave regardless of type of funding support, personal or otherwise.

PART IV: POST-SABBATICAL EVALUATION

Section H. Final Report

Describe what major points you will address in your final report. What evidence will you use to convince the university that public funding was appropriately allocated for your sabbatical leave? The final report should explicitly address the goals and objectives described in the Narrative and be electronically submitted to the office of the Vice President of Academic Affairs and to the Chairperson of the Faculty Senate Sabbatical Committee no later than December 31st, just following the end of the sabbatical period, or by June 30th, the end of the university's pertinent fiscal year.

Section I. Presentation

Specify your plan for sharing the results of your leave with the university community. Note that any publications or presentations resulting from your sabbatical should formally acknowledge that funding for this work, in part, came from the Minot State University Faculty Sabbatical Program.

PART V: CURRICULUM VITAE

Attach your curriculum vitae which should be current through the month prior to your submission of the sabbatical application.

PART VI: LETTERS OF SUPPORT

- A. Two colleagues familiar with your work and its significance to the discipline
- B. Chairperson (Note: the chairperson will submit a letter of recommendation along with the completed "Chairperson Review" form).