

**Guidelines for Review of Sabbatical Applications
for the Academic / Sweet Sabbatical Committee (ASC)**

1. All applications are to be evaluated based on criteria clearly identified on the application form. Rank, seniority and/or number of previous sabbatical leaves held by applicants will not be used as criteria on which to evaluate and/or rank applications for academic sabbaticals. In the event that two applications are ranked equally on the enumerated criteria, the faculty person who has served longest without academic sabbatical leave grant will be ranked the higher of the two.
2. Applications should be considered on their own merit; applicants should not be in competition with other applicants from their own or other disciplines. Applications should be ranked only in the broadest terms, such as “Best,” “Good,” “Fair,” “Weak.”
3. Applicants who meet the stated guidelines should be recommended for an academic sabbatical.
4. When the number of deserving applications exceeds available funding, the Academic Sabbatical Committee will determine which applications will be funded. This decision will be based on equitable criteria created by the ASC and clearly identified on the Academic Sabbatical Application form.
5. If a sabbatical is not granted, the applicant will receive a letter from the Academic Sabbatical Committee identifying why the application was not recommended.

**Washburn Endowment Association
Mary B. Sweet Sabbatical
Guidelines**

The Mary B. Sweet Sabbatical was established in 1955 to provide the opportunity during the summer for Washburn University of Topeka faculty to advance their education.

"The purpose of the 'Summer Faculty Grant' is to further the education and training of the recipients in their individual capacity by enabling the recipient to study a subject of his own choice at some university outside the state of Kansas. Study, however, may consist of travel if a definite design is in view by way of the training and educational development of the recipient." (Mary B. Sweet, 1958)

The following guidelines have been established to assist applicants in preparing their applications.

I. Eligibility Requirements

Individual faculty members are eligible for annual awards of up to \$12,000, provided the following requirements are met:

- A. The applicant presents a proposal that is consistent with the purpose of the 'Summer Faculty Grant' as stated above.
- B. The applicant will not receive compensation from the university for summer teaching or other services provided between the spring and fall semesters unless that compensation is included in the applicant's 12-month contract with the university.
- C. The applicant will not teach in any summer session that overlaps any of the days included in his/her proposal.
- D. The applicant has completed a minimum of three years service as a full-time faculty member of Washburn University of Topeka.
- E. The applicant is a full-time university employee with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts & Science, the School of Business, the School of Nursing or the School of Applied Studies, or is a full-time librarian who is not a member of the Law School faculty.
- F. The applicant must remain outside the state of Kansas for at least 30 consecutive days between the end of the spring semester and the beginning of the fall semester. Days outside Kansas in addition to the aforementioned 30 need not be consecutive but must fit into an integrated plan of study or travel.
- G. Applicants may receive Sweet Summer Sabbatical awards no more than twice in any four-year period. However, the selection committee may consider the recency and size of previous awards in considering the relative merits of proposals.

- H. Applicants on 12 month contracts must have the approval of their proposed absence by their immediate supervisors prior to submitting a Sweet Sabbatical proposal.

II. Maximum Funding

Sweet Sabbaticals of at least 30 days will be funded up to \$4000 plus \$100 per day for each day beyond 30 days up to a maximum of 60 days for a total not to exceed \$7000. Additionally, applicants may receive \$100 per day for each complete day spent studying or traveling outside of North America. Altogether, the total amount of funding cannot exceed \$12,000.

III. Application Procedure

- A. Applications are due in the Office of Academic Affairs no later than January 25 in the spring semester for the coming summer. **Applicants must submit their applications through their department chair (when applicable) and their dean. These offices will most likely establish earlier deadlines and the applicant is responsible for meeting these deadlines.**

Applications received by the Office of Academic Affairs will be referred to the Sweet Summer Sabbatical Committee for its recommendation concerning (1) which proposals are to be funded and (2) the amount of each grant.

In making its recommendations the committee should consider the following:

1. The purpose of the sabbatical is the furtherance of the education and training of the recipients in their individual capacity.
 - a. There is no requirement that applicants propose research projects nor that their work lead to results for publication or presentation.
 - b. While any educational project has the potential of improving instruction and/or administration, there is no requirement that applicants demonstrate that their projects will have this effect.
2. The grant may not be used to compensate the recipients for any past or future services to Washburn University.
3. When available funds will support all proposals, all proposals meeting the eligibility requirements (paragraph I, above) will be recommended. (In the event that a proposal will also be supported by entities other than WEA the committee may consider whether the full amount requested is to be recommended.)
4. Proposals will receive funding only if they demonstrate that the sabbatical will further the education and training of the recipients in their individual capacities.
5. When available funds will not support all proposals, the committee will base its recommendations on the following considerations:

- a. The tenure status of the applicant (donor's preference for tenured applicants). Librarians with more than six years full-time service are to be accorded the same priority as faculty with tenure.
- b. The seniority of the applicant (donor's preference for senior applicants)
- c. The recent acceptance of previous awards (donor's preference for a rotational basis)
- d. The amount of recent awards
- e. The relevance of the proposal to the applicant's professional discipline

Subsequent to the Sweet Summer Sabbatical Committee's recommendations, the Assistant Provost of Faculty Development will make a recommendation to the Washburn Endowment Association. The Washburn Endowment Association will make final funding decisions.

- B. Candidates must indicate on their application if funds in support of the sabbatical project are provided by other agencies or sources for tuition, living expenses, transportation, for services rendered during the sabbatical period, or for other purposes. Such amounts may be considered in determining the amount of the award to be recommended. If this is not known at the time the application is filed and the grant approved, any such funds or allowances received shall be reported to the Assistant Provost of Faculty Development who may determine an appropriate amount to be returned to the Washburn Endowment Association.
- C. The recipient must file a written report with the Office of Academic Affairs no later than October 5th of the year the award was received. That report will specify the general activities of each day of the sabbatical. Report forms are available in the Academic Affairs office.
- D. A person taking course work shall file with the Office of Academic Affairs an official transcript of the courses taken, whether taken for credit or not-for-credit.

IV. Additional Information

- A. The Washburn Endowment Association will make all award payments directly to the recipient. The recipients are not considered to be employees of the Washburn Endowment Association. Any problems relating to exemption of an award from taxation are left with the individual recipient and the Internal Revenue Service. Washburn University and the Washburn Endowment Association assume no responsibility for any tax liability. It is urged that each recipient maintain a proper daily record as to time, place, persons and events. Each recipient should also obtain and retain receipts for all expenditures incurred. Washburn Endowment Association will provide the recipient the required copy of the IRS form submitted to federal and state taxing authorities.
- B. Failure to perform the sabbatical as approved may result in the request for the return of all funds advanced. Future applications for an individual will not be considered unless an acceptable report has been filed with the Office of Academic Affairs for a previous sabbatical, and the recipient shall be ineligible for future awards.

- C. No award shall be made to any person unless that person shows that his / her sabbatical is of unquestionable educational value.

SWEET SABBATICAL GRANT REVIEWER FORM

Applicant Name:

Eligibility and Frequency:

Applicant is eligible to receive grant: () Yes () No

Applicant has received the following WU Sweet Sabbatical Grants:

Proposal Assessment Section

All applications are to be evaluated based on criteria identified on the application form. The applicant should explain how the scope, nature, or location of the project would make it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty. Rank, seniority and/or number of previous sabbatical leaves held by applicants will only be used as criteria on which to rank applications when all acceptable applications cannot be funded.

Assessment categories are outlined below so that committee members will consider similar criteria in evaluating proposals. These categories should serve as a basis for committee discussion; in addition a summary of all committee comments and ratings will be given to each grant applicant by the committee chair.

Please note that categories have not been weighted, leaving it to individual reviewers to assign greater or lesser value to some (for example, academic value) over others (for example, clarity of writing). Thus, the sum of the ratings across the assessment categories may **not** necessarily reflect the overall rating of the project (see page 3 for ratings categories and directions for initial and final ratings by individual reviewers).

Assessment Categories

Rate the application using the following criteria. Indicate the degree to which you agree with each statement by writing your rating on the line to the left of each statement. Please provide any additional comments you want to raise for discussion following each item.

Use the following rating scale for your ratings:

- | | |
|---|-------------------|
| 1 | Strongly Agree |
| 2 | Agree |
| 3 | Disagree |
| 4 | Strongly disagree |

_____ 1. The proposed project is of value to the applicant for his / her education and training.

Comments:

_____ 2. The applicant has clearly described the value and goals of the project.

Comments:

_____ 3. The applicant has demonstrated his / her appropriateness for pursuing the proposed project.

Comments:

_____ 4. The proposed timetable and budget are realistic and show evidence of careful planning.

Comments:

_____ 5. The proposal was clearly written. It is understandable to the average educated reviewer.

Comments:

Sweet Sabbatical Grant Review Form

Suggestions for improvement of application:

PROPOSAL RATING SCORE

Each individual reviewer should provide a provisional rating score for each application prior to the first committee meeting. Following discussion, all ratings will be reassessed by individual reviewers, and committee voting will be based on the total of all final rating scores. In the case of ties, where the number tied cannot all be granted sabbaticals, tied applications will be discussed again, and a new vote will be held to break the tie.

Use the following rating scale to rate each application:

- (1.) “Best” proposal. Clearly an outstanding proposal, one that definitely should be granted if at all possible.
- (2.) “Good” proposal. One that is thoroughly meritorious and well above average, and that you reluctantly would see declined in a very intense competition.
- (3.) “Fair” proposal. One that has merit and is worthy of support, but that demonstrates no particularly remarkable characteristics that might warrant a higher priority.
- (4.) “Weak” proposal. One for which you have serious reservations, and about which you wish to provide a negative recommendation for the application as it now stands.

INITIAL SCORE (1 High; 4 Low) **before** discussion:

FINAL SCORE (1 High; 4 Low) **after** committee discussion:
