

## Sabbatical Review Process

1. Submit the completed application and all required materials to the Chair's office by 10/15. Only complete applications submitted on time will be reviewed.

Required materials to be submitted to chair:

- a) Application
- b) Project description
- c) CV

2. The Chair will send materials to the Dean by 10/22.
3. The Dean will submit materials to the Provost by 10/29.
4. The Provost's office will distribute applications to the Faculty Development Committee for review.
5. The Committee will meet to discuss the merits of each application and to recommend them to the Provost based on:

Capacity of the proposal to enhance the professional development of the applicant and to contribute to the mission and vision of the institution as it relates to:

- a) the quality and feasibility of the proposed project
- b) the contribution to the applicant's professional development
- c) the contribution to mission/vision of Nazareth University, the applicant's discipline or the community
- d) the number of previous leaves granted to the applicant

6. The Committee will send its recommendations for approval to the Provost, who awards Sabbaticals.
7. Unsuccessful applicants will receive a summary of the Committee's feedback from the Provost.
8. After sabbatical: Write a follow-up report that speaks briefly to the expected outcomes delineated in the project proposal as well as any detours, tangents, and emergent directions the project took. Speak also to next steps for publication and/or dissemination; if the project is still underway, a plan for continuation and completion of the work. Please be specific. Report should be sent to the Provost's office and will be shared with the Faculty Development Committee. Faculty will also be asked to present at the annual Creative and Scholarly Exhibition (CASE) event in the fall following your sabbatical.

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### Faculty Development Committee Review Criteria

Sabbaticals will be awarded through a competitive process based upon the capacity of the proposal to enhance the professional development of the applicant and to contribute to the mission and vision of the institution. The following factors will be considered:

1. the quality and feasibility of the proposed project;
2. the contribution to the applicant’s professional development;
3. the contribution to mission / vision of Nazareth University, the applicant’s discipline or the community;
4. the number of previous leaves granted to the applicant.

### FDC’s Sabbatical Evaluation Framework

Applicant Name:			
	<b>Strengths</b>	<b>Weaknesses</b>	<b>Notes/Comments</b>
Quality and feasibility of project			
Contribution to the applicant’s professional development			
Contribution to mission/vision of Nazareth University, the discipline or community			
Number of previous academic leaves granted to the applicant			
Outcomes of previous sabbaticals			
<b>Recommendation to Provost</b>			