

## **MEMORANDUM**

**TO:** Members of the Faculty  
Academic Deans

**FROM:** William McClure  
Provost and Vice President for Academic Affairs

**DATE:** September 11, 2023

**SUBJECT:** **Sabbatical Leave Awards for 2024-2025**

---

In accordance with the *SUNY Policies of the Board of Trustees, Article XIII, Title E* (appended), we invite requests for sabbatical leaves for the academic year 2024-2025. Sabbaticals are considered and granted by the chief administrative officer of the University, President Darrell P. Wheeler, in consultation with the Provost/Vice President for Academic Affairs and guided by the recommendations of the Committee on Research, Awards and Leaves (CRAL).

### ***Eligibility***

Sabbatical leaves may be awarded to academic employees having continuing appointments and to eligible university administrative officers who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return from their last sabbatical leave.

### ***Purpose***

As stated in the *Policies*, “The objective of such leave is to increase an employee’s value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.” Accordingly, sabbatical leaves are considered based on an application stating the purpose of the leave and demonstrating how the leave will enhance an academic employee’s contribution to the University. Leaves will be considered for such activities as planned travel, study, formal education, research, writing, or other experiences of professional value.

### ***Application Review Process***

Your department chair, your dean, CRAL, the provost, and the president will review your sabbatical leave application. The Office of Academic Affairs ensures that all submissions are organized for CRAL’s review. CRAL evaluates all proposals that meet the required criteria. (Proposals that are incomplete or otherwise do not meet the stated criteria will not be evaluated and forwarded.) After its review, CRAL forwards its recommendations to the provost, who reviews them and forwards them to the president.

### ***Steps to Apply***

First, verify eligibility: Human Resources, Diversity & Inclusion (HRDI) must verify eligibility for sabbatical leave before an application will be accepted. Interested faculty should e-mail [sabbaticals@newpaltz.edu](mailto:sabbaticals@newpaltz.edu) using this subject line: *Eligibility for Sabbatical Leave for (Term)* (specify fall 2024, spring 2025, or academic year 2024-2025). When HRDI has confirmed eligibility, you will receive the appropriate Sabbatical Leave Request form.

Once eligibility is confirmed, prepare the application materials: A complete sabbatical request must include the following (**See attached detailed document**):

1. Completed Sabbatical Leave Request form (provided, upon confirmation of eligibility);
2. Project proposal (see attachment for an outline of all required elements);
3. Current CV, prepared as per Academic Affairs’ guidelines;
4. Copy of previously submitted sabbatical leave report (for applicants who previously were awarded a sabbatical; if more than one, based on most recent sabbatical);
5. Separate statement, independent of other application elements, describing results and benefits of earlier sabbatical, from the perspective of the present (for applicants who previously were awarded a sabbatical).

Please submit the **COMPLETE application by e-mail** to your department chair/program director, who will add his/her recommendation and forward all materials to the dean. The dean will add his/her recommendation and forward all materials to [sabbaticals@newpaltz.edu](mailto:sabbaticals@newpaltz.edu). **Only complete applications will be reviewed and forwarded.**

***Transmission Schedule & Routing***

The timing of sabbatical applications is dictated both by the *Policies’* requirement that applications be submitted no later than six months prior to the effective date of the leave and by campus need for sufficient review time and creation of a timely and accurate schedule of classes.

It is understood that sabbatical requests may sometimes be tied to a particular opportunity, such as a fellowship or sponsored funding, about which an applicant may not receive notice in sufficient time to meet the schedule outlined below. In such instances, the faculty member must follow the established schedule and request *provisional* approval of his/her application, with final approval to follow confirmation of the opportunity. Every attempt will be made to give equal consideration to individual cases that may prevent a faculty member from meeting the established schedule.

***The following dates have been established for the 2024-2025 sabbatical application review process:***

<u>[Dept. Deadline]:</u>	COMPLETE applications for sabbatical leave transmitted <u>via e-mail</u> to department chairs.
<b><u>September 29, 2023:</u></b>	Department chairs, having verified that applications are complete and added their recommendations, forward all materials <u>via e-mail</u> to deans
<b><u>October 31, 2023:</u></b>	Deans, having verified completeness and added their recommendations, forward all application materials to <a href="mailto:sabbaticals@newpaltz.edu">sabbaticals@newpaltz.edu</a> for CRAL review
<b><u>December 15, 2023:</u></b>	CRAL submits recommendations to the Office of the Provost for provost and president review
<b><u>January 15, 2024*:</u></b>	Faculty are informed of decisions <b><i>*on or about</i></b>
<b><u>February 1, 2024:</u></b>	Awardees must notify Academic Affairs of their acceptance or declination

***Sabbatical Leave Costs and Funding***

We must plan for financial constraints to continue into 2024-2025 and perhaps beyond. Especially in that context, the sabbatical program must be financially self-sustaining, meaning that salary made available from full-year/half-pay sabbaticals must cover replacement teaching costs for all sabbaticals including half-year/full-pay applications. Thus, the mix of full-year and single-semester sabbaticals will be a factor in the number of sabbaticals we can support. The process of budgeting for sabbatical leaves must take into consideration both the cost of the ongoing salary of the faculty members applying for sabbaticals and the cost of replacing these faculty members to ensure necessary course coverage.

It is imperative that the cost of replacing a faculty member on sabbatical be kept down to the extent possible. Therefore, replacement costs will be covered only if there is demonstrated program need for courses to be offered so that students remain on track for timely graduation. Departments should review course rotation options, essentiality of backfilling for electives for which there are ample alternatives, and other possible economies and efficiencies. When a faculty member does need to be replaced, such replacement can only be by part-time adjunct faculty. **In addition, if more than one person in a department of seven or fewer, or more than two people in a department of eight or more, full-time tenure-line faculty, seek a sabbatical for a given semester, the department chair (and subsequently the dean) should indicate the order of priority.**

Staff in the Office of the Provost are responsible for determining the budgetary impact of sabbatical leaves. CRAL does not participate in this determination, which occurs after CRAL has assessed the proposals and submitted its recommendations and ranking to the provost and president. The University is committed to funding as many sabbatical leaves as possible, consistent with the recommendations of CRAL and the provost and as determined by the president with consideration given to maintaining course availability for students. The sabbatical leave program is competitive, with demand usually outstripping available resources. In preparing applications, faculty should follow as clearly as possible the guidance in the attached "Components of a Sabbatical Leave Proposal."

***Following a Sabbatical***

*The SUNY Policies of the Board of Trustees* require that each sabbatical applicant commit to continue as a member of the professional staff for a minimum of one year upon return and, upon return, to submit to the chief administrative officer a detailed report of professional activities and accomplishments while on sabbatical leave. New Paltz requires that the sabbatical leave report be submitted within sixty days following the return from a sabbatical leave.

**For detailed guidance on applying for a 2024-2025 sabbatical leave (fall, spring, or full year), please refer to the attached document.**

Attachment: *Components of a Sabbatical Leave Proposal*

## **Components of a Sabbatical Leave Proposal**

Applicants should provide the following information, written in a professional manner, with careful explanation of technical concepts and methods that may be unfamiliar to some reviewers. **Please include all components listed below, organized and identified as indicated and compiled in a single pdf or Word document.**

**Single-spaced, 12-point type is preferred, with page breaks between sections.**

\*\*\*\*\*

- I. **Completed Sabbatical Leave Request form** (provided by HRDI upon confirmation of eligibility);
- II. **PROJECT PROPOSAL**
  - A. **Summary of Activity (approximately 1 paragraph):** An “executive summary” of the proposed activity.
  - B. **Project Description (3 pages maximum):** A clear introduction and overview of the proposed project, describing its scope, its intellectual merits, impacts, and addressing the following, which should be titled and organized into these five separate sections:
    1. Specific objectives of the proposed activity;
    2. An overview of the ways in which the proposed project relates to work done by you and/or others;
    3. Specifics regarding the research design/methods or production techniques to be employed, articulated in a manner that makes it easy to see how they will be accomplished;
    4. An explanation of the facilities and resources needed (SUNY and/or non-SUNY) to accomplish the project;
    5. A list of any prospective supplementary income.
  - C. **Time and Work Plan (1 page maximum):** A clear articulation of why and how a dedicated and extended leave is necessary for, and will be used to accomplish, the proposed activity. Additionally, the applicant should provide a detailed outline/schedule of the proposed activity including specific plans and expected timeline for publication/exhibition.
  - D. **Value and Professional Growth (1 page maximum):** A statement that describes clearly and substantively the value of the proposed activity and its contribution to the applicant’s professional growth, specifically including how the project will impact teaching/learning and scholarly/creative development. Include the ways in which the proposed activity will benefit the department, school and University.
  - E. **Past Performance and Potential for Success (1 page maximum):** A brief narrative that links previous research/creative activity with the proposed sabbatical activity or provides context for a distinctly new and different scholarly/creative direction and demonstrates the potential for the proposed project’s success. The narrative should include a paragraph-length summary and/or record of publications/exhibitions over the last five (5) years. The applicant may also demonstrate the potential for the proposed project’s success by discussing preliminary research/exhibition plans and/or demonstrating contact/correspondence with someone associated with the proposed sabbatical activity (e.g., scholar, artist-in-residence, director of host institution, or other forms of documentation).
- III. **Current curriculum vitae, prepared in accordance with guidelines posted on the Office of Academic Affairs web page.**
- IV. **For applicants who previously were awarded a sabbatical:** A copy of the report submitted following the most recent sabbatical leave.
- V. **For applicants who previously were awarded a sabbatical:** In addition to IV above, applicants must provide a separate statement, independent of other application elements, describing the results and benefits of the last sabbatical, viewed from the perspective of the present.

*(Note: This statement is distinct from the previously submitted sabbatical leave report. See IV. above.)*