

Central Washington University
Sabbatical Leave Application for Academic Year 2024-2025

Process:

The Complete Application Package must be emailed to your Department Chair by October 16, 2023. The chair shall **email** the complete application package with their written recommendation, including an evaluation of the merits of the proposal and the benefits the proposal will provide the faculty member and programs offered in the department, to the appropriate dean on or before October 30, 2023. The dean will **email** the complete application package with their recommendation and the chair's recommendation to the Office of the Provost on or before November 15, 2023. The Office of the Provost will forward the entire application package to the Sabbatical Leave Committee **via Microsoft Teams**. The committee will present a list of acceptable applications to the Provost, who will then make a recommendation to the Board of Trustees for final approval.

Application:

A complete application will consist of:

1. General information page (attached).
2. Project description that addresses the following evaluation criteria, found in CBA Article 21.3.3:
 - a. Academic or scholarly significance;
 - b. Soundness of design, procedure, or operational plan, including clear objectives;
 - c. Relationship of the planned activity to the individual's area of study;
 - d. Expected Category A, B and/or other outcomes and dissemination of results;
 - e. Evaluation of the feasibility of the proposed activities;
 - f. Value of the project in terms of benefit to the institution upon the candidate's return from sabbatical leave.
3. Endorsement sections (to be completed by the department chair and the dean).
4. A complete listing of grants and stipends, other than those granted by the university, which will be available to the candidate during the time of the sabbatical leave (attach separately).
5. A complete professional CV listing appropriate research, scholarly or artistic achievements, and activities (attach separately).

6. A statement regarding the value of the candidate's project in terms of benefit to the university upon return from sabbatical leave.
7. Identification of any planned or anticipated compensation from sources outside the university that might create a conflict of interest.
8. A list of foundations, institutions, or other organizations with which the applicant will be affiliated with during the sabbatical leave (attach separately).
9. A justification for any travel included in the sabbatical leave, in terms of the proposed project or plan for study.
 - a. Please remember that any travel associated with an approved sabbatical project is considered University-related travel and subject to relevant University policies and State laws. International travel (defined as destinations outside the continental United States, Alaska, Hawaii, and the District of Columbia) requires a Travel Authorization approved prior to departure and enrollment in CWU's contracted international medical and emergency services insurance coverage, the additional cost of which is borne by the sponsoring CWU department. Faculty traveling internationally are also responsible for ensuring compliance with all relevant US export control laws and regulations.
10. Supporting letters from faculty members and/or other appropriate individuals not necessarily associated with the institution (attach separately).

Applications to be submitted via email.

General Information:

Name: _____

Date: _____

Department: _____

Rank: _____

Hire Date with CWU: _____

Tenure Date: _____

Proposed Leave Dates (Example: AY 2024-25, Fall 2024 & Winter 2025, Fall 2024):

Previous Sabbatical Leave Dates: _____

Summary of proposal: (25-100 words)

I have read and understand CBA Section 21.5 Special Conditions related to sabbatical leave and will comply with the conditions.

Applicant's Signature: _____

Chair Endorsement:

Evaluation of Merit of the Application:

(How does this position benefit the faculty member, the department, and the college?)

Workload Recommendation:

(How the workload of the department will be met if this fellowship request is granted?)

Endorsement of Department Chair:

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

Chair: _____

Date: _____

Dean Endorsement:

Endorsement of Dean:

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

Dean: _____

Date: _____