

**College of Business and Economics  
Sabbatical Evaluation Criteria**

**February 6, 2014**

Sabbatical leaves represent a privilege earned through scholarly efforts made during the past six or more years, and as such, sabbatical leaves are not automatically granted every seven years or considered a reward for longevity. The sabbatical plan must clearly describe the uniqueness of the scholarly activity and why a leave is necessary to accomplish the proposed objectives. The sabbatical project must be clearly linked to the faculty member's scholarship agenda; it must serve to advance the faculty member's competency or be focused on the faculty member's development of a related or new area of competency that relates to scholarship. The proposal must address advancement of that agenda. Thus, the sabbatical project ordinarily is not a stand-alone project. The focus of the sabbatical project must be deemed to be "significant" within the discipline and the goal should be publication in one or more prestigious journals in the faculty member's discipline or area of competency. A broad definition of scholarship is used relative to sabbatical projects.

Applicants are required to turn in the following application materials:

- Sabbatical Research Proposal
- Current CV highlighting scholarship over the past 5 years.
- Completed Sabbatical Leave Application
- Detailed Timeline of Proposed Sabbatical Activities
- If applicable, summary of the outcome of the previous sabbatical

A committee consisting of all CBE department chairs and the Dean will evaluate the applications.

Sabbatical applications will be evaluated on the basis of three dimensions:

- Quality of Sabbatical Proposal
- Outcome of Previous Sabbatical Grant<sup>1</sup>
- Research Productivity during the most recent five year period

**1. Quality of Sabbatical Research Proposal**

The quality of the sabbatical research proposal is the most significant factor in the evaluation of applications. Research proposal should have a clear, logical, well developed plan for completion or implementation, and be limited to ten pages including references and other supporting details. The various categories of research proposals that will be considered are as provided below

**a) *Basic and Applied Research:***

Research projects would involve faculty members pursuing basic or applied research in their fields. The study could be either in an initiation stage or developed to a manuscript preparation stage. The research proposals should provide at least a preliminary literature review, identify relevant gaps in the literature

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<sup>1</sup> Not applicable for first time sabbatical applicants

that will clearly define the need for the proposed study, develop preliminary hypotheses, and provide details of operational measures, research design, and analyses. The proposal should clearly outline the expected substantive contribution of the proposed study to the extant literature. The proposal should highlight how the project is related to the faculty member's prior research and its expected substantive contribution to their professional development. Specific timelines will be required to reflect a full-time commitment to the sabbatical activities, as will specification of expected publication outlet(s).

**b) Pedagogical:**

Pedagogical projects would involve activities such as writing a textbook, development of substantive and publishable teaching cases, software, and other related instructional material. The proposal should provide details of the proposed project, its potential for adoption both in the faculty member's classes as well as by other faculty in the academy, the expected contribution to student learning, and the potential market for the output. Specific timelines will be required, as will specification of expected publication outlet(s).

Proposals will be evaluated on the basis of the following:

- a) Clarity of the proposal in terms of providing a clear sense of the research questions being addressed, the expected contribution to the field, and its significant role in facilitating the professional development of the faculty member. In the case of pedagogical proposals, a clear, logical link should be established to the faculty member's teaching interests and expected student learning.
- b) Rigor/thoroughness of proposal. The proposals should be rigorous and thorough in terms of providing specifics regarding methodology and measurements and sufficiently detailed to allow the merits of the proposal to be evaluated.
- c) Likelihood of completion and publication. The proposals will be evaluated on the likelihood that the faculty member will be able to complete the project and publish it in a suitable outlet.

**2. Outcome of Previous Sabbatical Grant**

Applications must include a brief report of the outcome of previous sabbatical grant. Various forms of outcomes include publications in refereed journals, books, book chapters, non-refereed journal publications, and presentations at peer reviewed academic conferences. The expectation is that a faculty member has published one or more refereed journal articles either directly related to the sabbatical proposal or to a broader related stream of research. Additionally, faculty members should provide a brief statement as to how their prior sabbatical project contributed to the knowledge in their discipline and added value to their professional development as a university professor.

**3. Research Productivity during most recent five year period**

Faculty should provide a brief summary of their research productivity over the past five years in terms of refereed journal articles, books, book chapters, other intellectual contributions and presentations at professional conferences. A discussion as to how the current sabbatical project relates to the faculty member's prior research should be provided. There is an expectation that faculty applying for sabbatical grants have demonstrated a track record of sustained research productivity.

**Sabbatical Reporting Requirements:**

Per University requirements, upon return from the sabbatical leave, a faculty member must submit a written report to the dean of his/her college and the associate provost, as well as present a public seminar on the results of his/her sabbatical project open to the faculty and students of the university within the academic year in which the faculty member returns.

**Sabbatical Submission Deadline:**

- First Friday in September: Applicant notifies Department Chair and Dean of intent to apply for a sabbatical.
- First Friday in October: Application Materials Due to Department Chair
- Second Friday in October: Discussion with and Approval of Department Chair Due.
- Third Friday in October: Application Materials Due to Dean
- Fourth Friday in October: Discussion with and Approval of Dean Due.
- First Friday in November: Final Complete Application Packet due to Dean's Office.

**Sabbatical Leave Application:**

The application can be found at: [http://www.towson.edu/provost/resources/documents/form\\_sab.doc](http://www.towson.edu/provost/resources/documents/form_sab.doc)

**More Info:**

See Chapter 4 Section 9 of the Faculty Handbook for more information on university policies regarding sabbaticals: <https://inside.towson.edu/generalcampus/tupolicies/documents/02-02.00%20Policy%20on%20Sabbatical%20Leave.pdf>