

I. ELIGIBILITY AND RELATED MATTERS

A. Eligibility

The eligibility requirements are stated in the Collective Bargaining Agreement dated July 1, 2023-June 30, 2027.

B. Calculation of Service Time

1. All

C. Sabbaticals Awarded

1. Full semester at full pay
2. Full academic year at half pay
3. A summer sabbatical will be granted if the proposed project can only be performed during the summer and/or if IUP will be unduly disadvantaged if the sabbatical were to be taken during the academic year. (This is so noted for applicants because recent administrative practice has been to award summer sabbaticals only to faculty with twelve-month contracts. **The committee uses intended dates of sabbatical ONLY to calculate adjusted years of service.**)

NOTE: Only one of the above options may be selected at the time of application and it is this option upon which years of service will be calculated. Any changes in dates are negotiated between applicant, chairperson, dean and provost AFTER the sabbatical has been awarded.

Changes to an earlier date may not be made for applicants who, in doing so, would no longer have the necessary years of service or appropriate length of time between sabbaticals.

II. SABBATICAL LEAVE APPLICATION PROCEDURES

A. Read the Guidelines for Sabbatical Leaves

B. Review the Collective Bargaining Agreement pertaining to sabbaticals

C. Complete the Application form

1. Complete the _____ for Sabbatical _____ form
2. <https://www.iup.edu/academicaffairs/for-faculty/promotion-tenure-sabbatical/sabbatical.html>.
3. Applicants must be sure to have ALL required signatures. If you are the chair of the _____ notification to the chair that the candidate is applying for sabbatical. You must also acquire the signature of your dean. This is also for notification purposes. (Note: DO NOT wait until the last minute to obtain signatures. Late applications will not be accepted.)

D. Assemble project proposal components

The sabbatical proposal should be academically or professionally based and three pages, maximum, in length (single-sided, 12-point standard font, one-inch margins, six (6) lines to the vertical inch) **Proposals ex0.000000912 0 612 792 re W8t,G(for)JTJETQq0.00000912 0 612 792 r**

1. Sabbatical Proposal

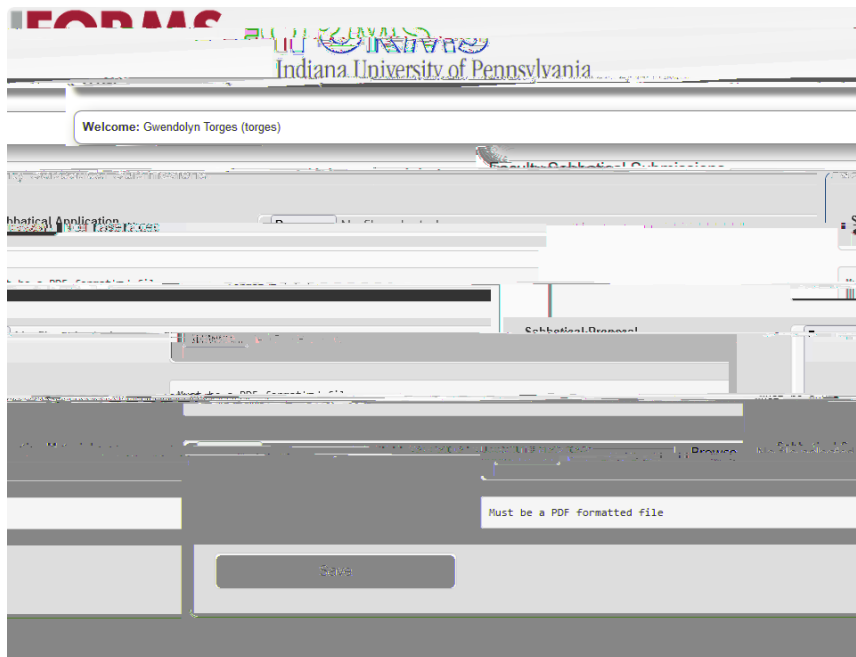
F. Electronically submit application form, proposal statement, and supporting materials

1. The application form, proposal statement, and supporting materials should be electronically submitted as three separate pdf documents.
2. Upload all three documents on MyIUP.
 - a. Log into your MyIUP account.

b.  , scroll to bottom



c. Separately upload the sabbatical application form, proposal statement, and supporting materials



C. The ranking of the written portion (sabbatical proposal statement and supporting documents) of the applications is arrived at by combining the scores of the individual committee members. The high and

Appendix A

Criteria for Evaluating Strength of Proposal Sabbatical Leaves

While it is impossible to judge sabbatical proposals in the same way for widely disparate disciplines, the Committee feels that it can apply certain general criteria to determine the value of proposals, one of the most important of which is that the project ought to result in something specific and, when possible, measurable, even if the latter consists only in a list of credits towards a degree. Other guidelines are as follows:

