Pre-tenure Sabbatical Leaves

Description: Pre-tenure sabbatical leaves provide full-semester leaves to untenured faculty holding tenure-line positions.

Supported by a grant and several endowed funds, these fellowships recognize the central role played by the faculty in developing the excellence of the university. The primary donor of one of the endowed funds, named in honor of long-time faculty member Martin Nelson, was especially desirous of supporting the scholarly activity of faculty at an early stage in their careers when they are defining the balance between their roles as teachers and as scholars, thereby contributing directly to excellence in undergraduate teaching which produces men and women of genuine understanding. Subsequently, additional donors have added funds to support these same goals.

The fellowships are to be used by pre-tenure faculty to enhance their abilities as teachers through further scholarship. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific teaching abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of fellowship recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by referees in assessing the project's significance to the discipline and to the university's educational program.

Sabbatical recipients may also apply for a University Enrichment Committee Faculty Research grant to help cover research expenses they anticipate incurring while on sabbatical. See the section entitled Research for a description and deadlines.

Eligibility: To be eligible for consideration, you must be a full-time untenured tenure-line faculty member with at least two years of service at the University of Puget Sound as of September 1 in the academic year of application, be recognized for a strong commitment to undergraduate teaching and show promise of productive scholarly research. If you receive a pre-tenure sabbatical you are ineligible to apply for a Lantz Fellowship for six years.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: A completed application for a pre-tenure sabbatical shall include:

1. A completed and signed Leave Application form (attached below).
2. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.

3. A written statement. Describe your plan for using the fellowship which includes a clear explication of the direct relationship of the scholarly project to your developing role as a teacher and to your service to the department and the university. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.

4. A written statement of professional goals. Describe how the fellowship will further your professional goals for the next three to five years and the contribution the fellowship will make to your teaching, professional growth and university service.

5. Evidence of teaching excellence.

6. A chair evaluation and recommendation. Please ask your chair to submit a letter of recommendation evaluating the project and indicating how the requested fellowship fits into the goals of the department. This material is to be sent directly to Associate Dean Sunil Kukreja, Jones 212.

7. Letters from two or three colleagues. Please have two or three colleagues comment on your accomplishments as a teacher and scholar, on your service to and impact upon the university, and on the strength of the proposed project. These letters are to be sent directly to Associate Dean Sunil Kukreja, Jones 212.

8. Foreign Travel Waiver documentation, if applicable, available on the university website.

9. For research that involves the use of human participants, please be aware that IRB approval must be obtained before beginning research. Please consult IRB approval processes information available on the university’s website for details.

10. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation and colleagues letters, Foreign Travel Waiver documentation, and IRB forms), to five pages.**

    *Materials other than the above are not desired.*

The selection committee evaluates the applications as submitted in terms of the criteria articulated above: strength of the proposed project, evidence of teaching effectiveness, and promise of the proposed project to strengthen teaching abilities and to enhance the candidate’s contribution to department and university. The committee, in making this assessment, takes into consideration both the written material prepared
by the candidate and the supporting evaluations provided by the
department chair and colleagues.

**Deadline:**
The completed application must be submitted to Associate Dean Sunil
Kukreja, Jones 212, no later than October 12 of the year preceding the
academic year in which one proposes to use the fellowship. Fellowship
recipients will be announced on or before December 7. Applicants who
intend to apply for a grant assisted or unpaid leave to complement the
pre-tenure sabbatical to yield a full year’s leave should include their
application for this second type of leave at the same time as applying for
the pre-tenure sabbatical.

**Reporting:**
Upon completion of the sabbatical, please submit a written report that
outlines in detail what was accomplished during the year in terms of
achieving the goals and objectives outlined in the original application.
The report should be submitted to the department chair to provide the
chair an opportunity to view the report before forwarding it. The chair
will forward the report to the associate dean, who will then deliver it to
the dean of the university. Reports are due by August 31st of the
sabbatical year.

**Special Conditions**
If you receive a pre-tenure sabbatical, you agree to return to the
university for a period of at least one year following the conclusion of
the fellowship, or to repay the university for all funds received during the
period of the fellowship. Compensation received from another institution
is subject to the same rules under sabbatical leaves.
LEAVE APPLICATION

This form is to be used for all leaves including Sabbaticals, Lantz Fellowships, Pre-tenure Sabbaticals, Grant Assisted Leaves, and Unpaid Leaves

Due October 12, 2013 for the following academic year, 2014-2015. Please submit one copy to Associate Dean Sunil Kukreja, Jones 212, CMB 1020

Name: __________________________ Present Rank: __________________________
Date of first appointment at Puget Sound: __________________________ Email: __________________________
Type of Leave Requested: __________________________ Phone/ CMB: __________________________
Previous leaves with dates: or [ ] No previous leaves

Year/semester(s) of leave requested for Sabbatical (or other leave) and year/semester of leave for Lantz Fellowship (if requested):

Sabbatical (or other leave) term(s): Fall _____ Spring _____ Lantz Fellowship term: Fall _____ Spring _____

Salary status while on leave (check one): Salary status while on leave with Lantz Fellowship (check one)
[ ] Without salary and benefits [ ] Full salary for full year with benefits and Lantz Fellowship
[ ] Without salary but continue benefits as applicable [ ] Full salary for one semester with benefits and Lantz Fellowship
[ ] Full salary for one semester with benefits in lieu of leave extension* (see Lantz application guidelines for details)
[ ] Half salary for full year with benefits as applicable

Please list the sources of earned income expected or other support being sought during the leave. Attach explanations of outside support anticipated for which applications have been made.

(1) ____________________________________________ (2) ___________________________________________

A. **Title of Leave Project:**
__________________________________________________________________________________________

B. **Please provide a full description of your leave plans** following the guidelines above.

C. **Does your research involve the use of human participants?** Yes____ No____
For research that involves the use of human participants, please be aware that IRB approval must be obtained before beginning research. Please consult IRB approval processes information available on the university’s website for details.

I, ___________________________(print name), agree to obtain IRB approval before beginning research involving human participants. __________________________(signature).

D. **FOREIGN TRAVEL:** Does your research involve travel outside of the United States? Yes____ No____
If yes, please list the name of all countries where you plan to travel:
__________________________________________________________________________________________

- Please sign a **Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel** form (available on the university website) and include a copy with your application materials.

- Are any of the above-named countries currently on either the Department of State’s travel warning list, http://www.travel.state.gov/travel/cis_pa_tw/tw_1764.html or on the Centers for Disease Control’s travel health warning list, http://wwwn.cdc.gov/travel/default.aspx? If “yes,” please include a signed **Special Waiver and Acknowledgement for Faculty Foreign Travel** form (available on the university website).
At the conclusion of the leave, I agree to file with the chair a written report outlining the accomplishments of the leave which will then be forwarded to the dean of the university. I also agree to return to the university for one full year following the leave or to return all funds including salary and benefits paid by the university in connection with the leave.

Signature ___________________________ Date ___________________________

REQUEST FOR LEAVE
SUBMITTED TO THE DEAN OF THE UNIVERSITY

(To Be Completed by the Department Chair or School Director)

I recommend: [ ] Approval [ ] Disapproval

Replacements will be required for the following courses:

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Reasons for curriculum recommendations:

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In an attached memo, please assess the value for teaching and professional development of the proposed activity to the faculty member, the department, and the university.

Department chair signature ___________________________ Date ___________________________

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