

John Lantz Sabbatical Enhancement Awards

Description: Several John Lantz Sabbatical Enhancement Awards are available each year. These awards enable faculty to spend all, or a portion, of a sabbatical leave period away from the university. The awards may be used for moving expenses, rent supplements, or special research costs which cannot be covered by other faculty professional development funds.

These awards have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting faculty research or advanced study during a sabbatical period as a way to strengthen the kind of undergraduate teaching which produces men and women of genuine understanding.

The enhancement awards are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

A separate application for a Lantz Sabbatical Enhancement Award is necessary, even if an application for a John Lantz Senior Fellowship or a regular sabbatical has been submitted. An Enhancement Award is not contingent upon application for a Senior Fellowship, nor does receipt of a Lantz Senior Fellowship preclude an Enhancement Award.

The review of all applications and the selection of award 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 the chair in assessing the project's significance to the discipline and to the university's educational program.

Eligibility: To be eligible for consideration, you must be tenured (or in the tenure evaluation year), eligible for a sabbatical leave during the following academic year, and recognized for outstanding teaching, professional growth and service to the university. You do not need to have tenure on September 1 of the year in which you apply for the John Lantz Sabbatical Enhancement Award.

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

Application: A completed application for the John Lantz Sabbatical Enhancement Awards shall include:

1. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.
2. A written statement. Describe your plan for the sabbatical leave which includes a clear explication of the direct relationship of the project to your teaching and service in the department and the university. An explanation of the need for funds for your project is required. 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.
3. A written statement of professional goals. Describe how the requested funds will further your professional goals for the next three to five years and the contribution the award will make to your sabbatical leave and your teaching, professional growth and university service. Strong university service is an expectation of persons with five or more years at the university.
4. Evidence of teaching excellence.
5. A budget. Prepare an itemized list of expense items with explanatory notes. Use the **Lantz Enhancement and Martin Nelson Award budget form attached below**.
6. [Foreign Travel Waiver](#) documentation, if applicable (available on the university website).
7. For research that involves the use of human participants or animals, please be aware the appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information available on the university website for details.
8. A chair evaluation and recommendation. Please ask your department chair to submit a letter of recommendation evaluating the proposal and indicating how the use of the requested funds fits into the goals of the department or school. This material is to be sent directly to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212.
9. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation, Foreign Travel Waiver documentation, and IRB documentation), to five pages.**

Materials other than those specified are not desired.

Deadline:

The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which you propose to use the award. Award recipients will be announced on or before December 8.

Reporting:

Upon completion of your sabbatical, please submit a written report that outlines in detail what you accomplished during the sabbatical in terms of achieving the goals and objectives you outlined in the original

application and that provides a general accounting of expenditures. 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. The report is due by August 31 of the academic year during which the grant was awarded.

Special Conditions: Recipients of a John Lantz Sabbatical Enhancement Award agree to return to the university for a period of at least one year following the conclusion of the sabbatical, or to repay the university all funds received. Compensation received from another institution is subject to the same rules under sabbatical leaves.

**University of Puget Sound
Lantz Sabbatical Enhancement Award,
Martin Nelson Award for Summer Research or Study**

Budget Proposal

If the application due date falls on a Saturday or Sunday, the application is due by 12:00 pm the Monday immediately following the due date.

Attach an explanation of any items which need clarification.

Summer Salary (Martin Nelson Award only) \$ _____

Transportation \$ _____

Airfare \$ _____

Local Transportation \$ _____

Auto miles _____ at \$0.535 / mile \$ _____

Lodging \$ _____

Meals \$ _____

Other Expenses (Itemized) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Requested \$ _____

It is important to maintain good records of all expense items. Please retain all receipts and use a daily log book to record cash outlays. Requests for reimbursement should be in writing, indicating the date, purpose of the expenditure, and amount to be reimbursed, with original receipts and/or the daily log attached. Submit requests for reimbursement to Office of Finance.