

Pre-tenure Sabbatical Leave

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.

Pre-tenure sabbatical recipients may also apply for a University Enrichment Committee [Faculty Research](#) grant or the [Esther Wagner Endowed Faculty Sabbatical Award](#) to help cover research expenses they anticipate incurring while on sabbatical. See the [Faculty Professional Development Resources webpage](#) for applications and guidelines.

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 of Experiential Learning and Civic Scholarship Renee Houston, 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 of Experiential Learning and Civic Scholarship Renee Houston, Jones 212.
8. [Foreign Travel Waiver](#) documentation, if applicable.
9. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information 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 of Experiential Learning and Civic Scholarship Renee Houston, 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 8. 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 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, 2017 for the 2018-2019 academic year. Please submit one copy to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212, CMB 1020

Name: _____ Present Rank: _____

Date of first appointment at Puget Sound: _____ Phone/CMB: _____

Type of Leave Requested: Pre-tenure Sabbatical _____ Sabbatical _____ Grant Assisted Leave _____ Unpaid Leave _____

Previous leaves with dates: _____ or [] No previous leaves

Semester (s) of sabbatical or leave: Fall ___ Spring ___ Semester if applying for Lantz Fellowship: Fall ___ Spring ___

Salary request while on leave (check one):

- Without salary and benefits
- Without salary but continue benefits as applicable
- Full salary for one semester with benefits
- Half salary for full year with benefits as applicable

Salary request while on leave with Lantz Fellowship (check one)

- Full salary for full year with benefits and Lantz Fellowship
- Full salary for one semester with benefits and additional funds in lieu of leave extension (see Lantz application guidelines)

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 application outline provided in the [University Resources for Faculty Professional Development](#) document.
- C. **Foreign Travel:** Does your research involve travel outside of the United States? If yes, please list the names of all countries where you plan to travel:

- If yes, please also sign a [Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form](#) located on the [Faculty Resources for Professional Development webpage](#) 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](#), or on the [Centers for Disease Control's travel health warning list](#)? If yes, please include a signed [Special Waiver and Acknowledgement for Faculty Foreign Travel form](#).
- D. **For research that involves the use of human participants or animals**, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) webpages on the university's website for approval processes information.

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 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. I also agree to obtain IRB or IACUC approval before beginning research involving human participants or animals.

Signature

Date

