

Pennsylvania State System of Higher Education  
Kutztown University  
Kutztown, Pennsylvania

October 27th, 2022

Dear Colleague:

Applications for a sabbatical leave for Fall 2024 - Spring 2025 are due no later than **12pm noon on Wednesday, February 1st, 2023**. The Committee will not accept applications after this time. Please submit a back-to-back original application and seven back-to-back photocopies of your application materials directly to a Sabbatical Committee member during designated drop off hours. The committee will announce designated days, times, and the location for delivery of materials no later than January 11, 2023. Applicants (or a designee) must drop off materials in person during these hours. All submitted sabbatical applications must receive a receipt with signatures from both a committee member and the applicant (or a designee). Without this receipt an application will not be considered submitted.

Sabbatical Leave procedures, regulations, application and rubric are located on the APSCUF-KU website. Please read these carefully and thoroughly address all rubric categories in your proposal. **Applications without required signatures will not be accepted by the committee.** Completely answer all requests for information. Be aware that faculty on sabbatical leave are precluded from applying for promotion. As stated in the Procedures, "If the application meets the requirements, the Committee ranks the proposals according to two criteria: 1) its ability to enhance professional development, and 2) time of service accrued, deducting for previous sabbatical leaves."

The Committee reminds you that this is a competitive process. It is therefore very important that your responses are delineated in a clear manner. To this end, the committee has provided the following suggestions to guide you in preparing a quality proposal.

Review sample proposals online at Rohrbach's reserve materials by Lu:

<http://library.kutztown.edu/er.php?course id=12954>

password: SabbaticRefs

Please make sure your proposal is reader friendly. Not all members of the committee are versed in your discipline.

- Provide clear and detailed objectives.
- Design objectives that are appropriate in range and scope to the time required.
- Make clear connections between your sabbatical objectives and your teaching and professional role at the University.

- Be specific with the timeline for the sabbatical leave requested, providing a justification for the time requested and its relationship to the sabbatical leave plan.
- When discussing coursework, professional meetings or conferences, please specify institutions, course descriptions, credits, professional organizations or any other information that supports the amount of time you request.
- If the sabbatical request is contingent upon receiving a grant or award (e.g., Fulbright), an alternative application including detailed plan and alternative timeline should be submitted in case the grant/award funding fails to materialize.
- If you are flexible and are requesting either a full year or half year, the application must include an appropriate timeline for BOTH durations. Please adjust your objectives accordingly.
- Provide supporting materials if possible.

Please be reminded that if a one-semester sabbatical leave is requested, the President's preference will be to award those for the spring semester over those for the fall. Also summer sabbatical leaves will be considered only under very special circumstances.

The Committee would like to call your attention to these items: 1) the length of time elapsed between sabbatical leaves will be considered if there are more applicants than sabbatical leaves, and 2) an application for the purpose of "restoration of health" must be clearly documented and verified by health professionals.

The Committee will forward its recommendations to the Provost as the designee of the President no later than April 1, 2023. Awards will be announced no later than August 15, 2023.

The Sabbatical Leave Committee's evaluation rubric document is available on the APSCUF-KU website. This is in accordance with paragraph 18.A.12.b of the CBA, which states: "The committee shall review applications and forward the full list of applicants, with such recommendations, in priority order, to the President or his/her designee at least eight (8) months before the leave is to commence."

The committee feels that making these rubrics available will assist applicants in strengthening their applications.

Applicants working with various media (e.g., audio, images, video, interactive software) are encouraged to include URLs (a.k.a. World Wide Web links) in the "Content" section of their application if they feel such URLs will provide committee members a helpful context for assessing their applications. When supplying the URLs in the hard copy sabbatical application, please send additional copies of these links to the Sabbatical Leave Committee chairperson by electronic mail to assist committee members in the review process. Successful applicants may also include URLs in the Sabbatical Leave Reports that are to be submitted to the Provost/Vice President for Academic Affairs after they have completed their Sabbatical Leaves.

If you have questions, please contact any member of the Committee. Please see a list of members below.

Yun Lu, Chairperson  
Sabbatical Leave Committee

Sabbatical Leave Committee members for 2022-2023

Cara Cotelles	cotelles@kutztown.edu	Cinema, TV & Media production
Daniel Neuenschwander	neuensch@kutztown.edu	Music
Yun (Amy) Lu (chair)	lu@kutztown.edu	Mathematics
Nicole Romanski	romanski@kutztown.edu	Art Education
Steven Schnell	schnell@kutztown.edu	Geography
Sarah Tindall	tindall@kutztown.edu	Physical Sciences
Dannell MacIlwraith	macilwraith@kutztown.edu	Art & Design

**State System of Higher Education  
KUTZTOWN UNIVERSITY**

**Sabbatical Leave Regulations**

**(Revised 5/7/13)**

Below are listed the criteria which will be observed by the Kutztown University Sabbatical Leave Committee in recommending candidates for sabbatical leave to the President of the University.

**I. Primary Criteria:**

- A. Sabbatical leaves granted after March 20, 1997, will be based primarily upon merit. Unused sabbatical leave credit may be considered in the selection process.\*
- B. Sabbatical leave is intended to strengthen the faculty member's (or administrator's) ability to fulfill his/her duties at Kutztown University. As such it should be carefully planned and carried out to ensure that it will succeed in meeting the objectives for which it was designed. A case must be made for the amount of time being requested and its relationship to the activities to be carried out and their purpose. The Committee may request written amplification where this relationship is not adequately demonstrated. In the end, failure to demonstrate a positive relationship may lead to denial of a sabbatical leave.
- C. An emergency sabbatical leave for reasons of health may be requested at any time if it is apparent that all available sick leave will be exhausted before the individual's health is regained. The request should be submitted to the President along with the documentation of need, letters from physicians, and signatures of the departmental chair and the appropriate dean.

**II. Minimum Legal Criteria:\***

- A. Applicants must show seven years service at a university in the State System of Higher Education with at least five consecutive years at Kutztown University. After the completion of the requisite seven years, one additional sabbatical leave of absence shall be allowed for each additional seven years of service, upon recommendation.
- B. Sabbatical leaves may be granted for reasons of restoration of health, study, travel, or other appropriate purposes related to the applicant's professional responsibilities. Applicants must submit written intention to return to Kutztown University for at least one year immediately following the period of sabbatical leave.

**III. Additional Criteria:**

- A. Years of accrued service will be a factor in the granting of sabbatical leaves.
- B. The length of time elapsed between sabbatical leaves may be considered.
- C. Distribution by department will be maintained as follows:
  - 1. no more than 20 percent of any department at one time;
  - 2. equity among departments; and
  - 3. balancing of leaves by semester where necessary.
- D. Upon completion of the sabbatical leave, a written evaluation of progress made in meeting the objectives stated in the sabbatical leave plan shall be submitted in duplicate within six weeks of

the completion of the leave to the Provost/Vice President for Academic Affairs. Failure to do so may lead to denial of future sabbatical leaves.

\*In accordance with Article 18. A. of the Collective Bargaining Agreement in place.

Approved: Rep Council 10/25/12, M&D 5/7/13

## **Sabbatical Leave Procedures**

The Sabbatical Leave Committee at Kutztown University consists of seven members elected by the faculty to two-year terms with some members being elected each year.

In the Fall of each academic year the committee meets to elect a Chair and to go over procedures and guidelines. In November the Chair solicits applications through the University Brief and the guidelines are circulated to all faculty members. In January reminders are published in the Brief. Prior to submitting an application, make an appointment to meet with the Assistant to the Provost for Faculty Relations and Academic Administration to review years of service to verify eligibility for sabbatical leave.

Applications are due no later than noon on February 1. Candidates shall prepare eight copies of their application and deliver them directly to the office of the Chair. All applications must receive a signed receipt directly from a committee member upon submission of their materials. In the case that February 1 falls on a weekend, the deadline for submission is extended until noon on the first Monday following February 1.

A quorum for the Sabbatical Leave Committee is five of the seven members. All votes will be decided by a simple majority of the members attending.

The applications are made available for perusal by the membership of the Committee. They are read for content and checked for eligibility relative to seniority lists provided by APSCUF. The Office of the President provides a listing of departments with the number of permanent faculty members as well as the total number of eligible members. The number of allowable sabbaticals is computed based on these figures as verified by APSCUF. Meetings are scheduled to discuss content and eligibility. The committee may suggest adjustments to the content of the application. If the application meets the requirements, the committee ranks the application primarily based on merit. Time of service accrued, deducting for previous sabbatical leaves, is also considered towards the eligibility. All applicants will receive a status update via email by April 1, informing them of the Committee's recommendation.

After the applications are ranked, the suggested list is presented to the President for final approval. These applications may be accepted or rejected by the President. After April 1, and before sabbaticals are awarded, any changes in purpose are sent by the applicant directly to the President.

A sabbatical leave for reasons of health may be requested at any time if it is apparent that all available sick leave will be exhausted before the individual's health is regained. The request should be submitted to the President along with documentation of need, letters from physicians, and signatures of one's departmental Chair and the appropriate Dean. After receiving the request, the President will notify the Chair of the Sabbatical Leave Committee.

Approved Rep Council 10/25/12, M&D 5/7/13, Rep Council 09/2018, 12/2018

Revised — 4/99 , 9/18, 12/18

Pennsylvania State System of Higher Education  
KUTZTOWN UNIVERSITY  
Kutztown, Pennsylvania

**REQUEST FOR SABBATICAL LEAVE OF ABSENCE**

This request for sabbatical leave must be in keeping with the criteria set forth in the "Sabbatical Leave Regulations" attached to this application form. **Applications must include one original application packet and seven back-to-back photocopies** to the Chair of the Sabbatical Leave Committee.

I. Content:

Each sabbatical leave proposal, after having been reviewed by the appropriate dean, should include the following items:

- A. A detailed written plan for the leave including a statement of objectives and a description of the means by which the objectives are to be met. If the sabbatical request is contingent upon receiving a grant or award (e.g., Fulbright), an alternative detailed plan should be submitted in case the original funding fails to materialize.
- B. A statement of the relationships between the proposed sabbatical leave activities and the individual's personal growth and development in his/her discipline and/or profession.
- C. A timetable for the sabbatical leave activities proposed, including any preliminary preparation when appropriate. Justification must be made for the amount of time being requested and its relationship to the activities to be carried out during the sabbatical leave. If you are flexible and are requesting either a full year or half year, you must include an appropriate timeline for BOTH durations.
- D. A list of institutions, programs, and/or courses, if appropriate, that will be attended during the sabbatical leave.
- E. An updated curriculum vitae.
- F. Verification of Eligibility.

- II. If the person granted a sabbatical leave desires to change the time frame purpose or activities that were approved, a request must be made to the Office of the Provost/Vice President for Academic Affairs. Permission must be granted to make any changes in the sabbatical plan. If a faculty member who has been granted a sabbatical leave wishes to take that leave in an academic year different from the one for which it was approved, the faculty member **must** reapply for a later sabbatical leave at the appropriate, regular time.

III. Guidelines for Writing Sabbatical Leave Reports

- A. The sabbatical leave report should closely parallel the content section (section IV.) of the original sabbatical application. Recipients should identify which objectives of the leave were met and describe how they were met. If the leave deviated from the original purpose of the sabbatical, this should be explained. A timetable of activities and a list of actual programs, sites, workshops, etc. that were visited or attended should be included.
- B. The major purpose of a sabbatical is to "strengthen the faculty member's ability . . . to fulfill his/her duties at Kutztown University" (1999 sabbatical leave regulations, section I.) Therefore, recipients should in particular include details of how the leave will impact on their teaching and/or professional roles. For example: What courses will be affected and how? How will students benefit from what was accomplished on the sabbatical? How will your department, your colleagues, or the university benefit from what was learned on the sabbatical?
- C. Provide documentation of your accomplishments (e.g. a copy of an article, paper, new or revised syllabus, artwork, or musical composition; programs of conferences or exhibits; book publication notice or reviews; letters from contacts; certificates of accomplishment).
- D. Do not include information that is unrelated to the purposes of the sabbatical. Keep the report focused on how the sabbatical enhanced professional development.

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KUTZTOWN UNIVERSITY

REQUEST FOR SABBATICAL LEAVE OF ABSENCE

I. In accordance with the provisions of the current APSCUF contract, I \_\_\_\_\_  
(Type or print name)

hereby apply for a leave of absence for the academic year \_\_\_\_\_

Indicate by X your first and second choices

	1 <sup>st</sup>	2nd
A. One year (36 weeks) with full salary	_____	_____
B. One year (36 weeks) with half salary	_____	_____
C. Fall Semester (18 weeks)	_____	_____
D. Spring Semester (18 weeks)	_____	_____
E. Either Semester (18 weeks)	_____	_____
F. Summer (two summers equal an 18-week semester or 10 pay periods)	_____	_____

**Summer sabbatical leaves are the exception rather than the rule. Applicants for this type of sabbatical must show that the purpose of the leave can be fulfilled only during the summer and not during any other time of the year.**

II. Service: Eligible years of service for sabbatical leaves of absence include all tenured, tenure-track and full-time temporary service either at Kutztown University or at another PASSHE institution.

A. Date of initial appointment to Kutztown University as \_\_\_\_\_  
tenured, tenure-track or full-time temporary faculty: Summer or Fall \_\_\_\_\_ OR Spring \_\_\_\_\_  
Year Year

For librarians, beginning date of faculty status: Summer or Fall \_\_\_\_\_ OR Spring \_\_\_\_\_

B. Based on your first choice for a sabbatical leave, give the total number of eligible years of service that will have accumulated at Kutztown University. Number of eligible years \_\_\_\_\_

C. Do you have eligible years of service from another PASSHE institution? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please give the institution: \_\_\_\_\_

calendar year(s), type of service and number of eligible years: \_\_\_\_\_

F. Based on your first choice for a sabbatical leave, give the total number of **eligible years** of service that will have accumulated. (Sum the results from parts B & C)  
Total number of eligible years of service: \_\_\_\_\_

	Academic year	Number of semesters	Full or half salary
G. Date(s) of previous sabbatical leaves:	_____	_____	_____

H. Date(s) of previous leaves without pay:	_____	_____	_____
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III. Purpose(s) of requested sabbatical leave (select all that apply):

- ☐ Invitational position in area of academic or professional expertise (e.g., Fulbright, artist-in-residence, consultantship, etc.)
- ☐ Graduate study leading to a degree ☐ Advanced study not leading to a degree ☐ Travel
- ☐ Research, publication, productions ☐ Retraining ☐ Other appropriate purpose
- ☐ Restoration of health.

Applications for "restoration of health" must be documented with a statement of need and with the written verification of one or more health professionals. Applicants should not specify this type of sabbatical unless it can be clearly demonstrated that the time interval until the start of the leave will not negatively affect the restoration of health and that the medical treatment requires the length of time requested in the application.



- IV. I agree to submit to the Provost/Vice President for Academic Affairs in duplicate a comprehensive written evaluation of progress made in meeting the objectives stated in my sabbatical leave plan within six weeks of the completion of the sabbatical leave. Failure to do so may mean forfeiture of future sabbatical leaves.
- V. I agree to return to my employment with Kutztown University for a period of not less than one year immediately following completion of my sabbatical leave of absence.

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Signature Date

VI. Acknowledgement of Department Chairperson

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Signature Date

VII. Acknowledgement of Dean

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Signature Date

VIII. Committee action \_\_\_\_\_

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Signature Date

IX. President's action: I approve the request for sabbatical leave of absence.

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Signature Date

# **Kutztown University**

## **Sabbatical and University Service Guidelines**

This document is to provide guidance on what responsibilities are and are not permitted when faculty members are on sabbatical leave or any other leave of absence.

- Faculty members are not permitted to serve on any faculty evaluation committee.
- Faculty members are not permitted to serve on any search committees.
- Faculty members may participate in discussion and decision-making processes related to the hiring of new faculty members in the department. Only search Committee members should have access to files.
- Faculty members are not permitted to serve or perform work related to any University designated committee (Promotion, Tenure, Sabbatical Leave).
- Faculty members may participate in discussions and decision-making processes related to department curricular issues.

## PREREQUISITES & RUBRIC FOR SABBATICAL LEAVE APPLICATIONS

Applicant: \_\_\_\_\_

Prerequisites:

- |      |   |   |  |
|------|---|---|--|
| I.   | Years of service are adequate (includes temporary service)  | <table border="1"><tr><td> </td></tr></table> |  |
|      |   |   |  |
| II.  | No more than 20% of department will be on leave at one time   | <table border="1"><tr><td> </td></tr></table> |  |
|      |   |   |  |
| III. | Reason for sabbatical leave is not primarily to restore health<br>(These are not handled by the Committee.) | <table border="1"><tr><td> </td></tr></table> |  |
|      |   |   |  |
| IV.  | Application is complete with required signatures  | <table border="1"><tr><td> </td></tr></table> |  |
|      |   |   |  |

Rubric – Quality of the application:

A.	Will strengthen the applicant's ability to fulfill duties at KU		30
B.	Is carefully planned		
	1. Clarity of objective		25
	2. Adequate description of means		20
	3. Clarity of timetable		15
	4. Amount of time is appropriate		10
Total Points			100

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Form updated September 16, 2015. Notes: