

CAL Request for Sabbatical Proposals

2025-2026

Please refer to ISUPP 4030 for important information related to sabbaticals (purposes, general processes, application requirements, etc.).

<https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Faculty-Sabbatical-Lave-ISUPP-4030.pdf>

Consideration for all proposals from College of Arts and Letters faculty will be given regardless of previous sabbaticals. The proposal must be submitted to the college office no later than Friday, October 4, 2024, for sabbatical leave during the 2025-2026 academic year. Faculty members should submit by attaching all required documents to a single email addressed to carriepage@isu.edu.

Faculty members must follow the format specified in the College of Arts and Letters sabbatical proposal guidelines. The College Executive Committee (CEC) will evaluate each sabbatical proposal on the basis of its merit in three areas:

1. How the applicant plans to use the sabbatical leave, including anticipated benefits for the applicant and for the university (e.g., publication, recognition for the university, contribution to a university program, etc.).
2. The applicant's record of accomplishment at the university since the previous sabbatical leave or, if no previous sabbatical leave, since beginning appointment to the faculty. This includes professional productivity, grants and fellowships, teaching and course development, student supervision and advising, participation in professional organizations, and service to the university.
3. Endorsements and letters of validation or support for the sabbatical application. This must include a letter of endorsement from the applicant's departmental chairperson. The chairperson's letter also should indicate how the applicant's regular teaching and other duties will be met if the applicant is successful in receiving sabbatical leave. This, or another letter written by an individual sufficiently knowledgeable in the subject area to judge the technical merits of the proposal, should include a brief evaluation of the proposed sabbatical project based upon its technical merit, feasibility, and relevance. Where a sabbatical proposal involves a collaborator, sponsor, outside institution, publisher, or similar, the application should include a letter of agreement or contract.

At the discretion of the CEC, proposals considered incomplete, inappropriate, or otherwise unacceptable may be removed from consideration. Additionally, it is important to understand that the number of sabbaticals awarded to CAL faculty is contingent on available funding in any given year; therefore, the



awarding of sabbaticals is a competitive process. College office leadership will use the CEC reviews, ratings, and recommendations and, in light of available budget, will determine how many sabbaticals can be funded and will submit award recommendations to the provost for final approval and awarding. Faculty whose proposals are not funded are welcome to resubmit in a subsequent year.

At the conclusion of a sabbatical, all recipients are to submit a substantive report of sabbatical activities to their department chair, the dean, and the provost. Sabbatical recipients are also expected to offer a presentation about their sabbatical activities. These presentations are typically organized at the department level and made available to the broader college or university community.