NORTHERN MICHIGAN UNIVERSITY

Professional Development Sabbatical Application Guidelines

The purpose of a professional development sabbatical is to increase a faculty member's value to the University through opportunities for professional renewal, further education, or other experiences of professional value. (M.A. Article VIII)

The following guidelines must be met in order for your sabbatical application to be considered for review. Incomplete applications will not be considered.

- [ ] Must include completed sabbatical application cover sheet (link here)

- [ ] Sabbatical Application must include a current C.V.

- [ ] The Sabbatical Application must be no longer than 20 pages, excluding C.V.

- [ ] Must be in 12-point font.

- [ ] In addition to the sabbatical narrative, submit a brief synopsis that includes a one paragraph response for each criteria item 1-5. (Five paragraphs total).

- [ ] Must include a timeline and list resources, (if applicable) such as supplies, computer software, books and/or journal subscriptions, lab/office space, etc. If not applicable, specifically state no resources are necessary and briefly explain.

- [ ] Provide a budget (if applicable), as well as approved internal and external funding sources. Include letters of support for funding.

- [ ] Must include a statement specifically explaining how this application is aligned with the expressed purpose of a professional development sabbatical.

If you have any questions about the sabbatical process or completing the application, please contact:

NMU AAUP – Academic Senate Office
402 Cohodas
1401 Presque Isle Ave
Phone: (906) 227-1602
Email: frc@nmu.edu

Revised: March 2023

Sabbatical Leave Application Requirements Checklist

Applicant Name:	
Department:	
Year Applying:	
Dates of Previous Sabbatical(s):	
Type of Sabbatical:	**Professional Development**

The Following Sections are for Reviewer Use Only		
Projected Timeline Included:	Yes	No
Applicant agreed to inform NMU of other financial support:	Yes	No
Applicant agreed to return to NMU for one full academic year during the year immediately following the leave period or to repay in full all compensation paid by the University during the period of the leave:	Yes	No
Applicant agreed to provide the Department Head, Dean, and Provost/VPAA a complete report of accomplishments during leave within one semester after returning:	Yes	No

Professional Development Sabbatical Leave
Application Evaluation Rubric

Criterion #1:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Applicant's Professional Qualifications to undertake the proposed activities.	The application contains strong evidence of the applicant's capacity to achieve the proposed activities.	The application contains solid evidence of the applicant's capacity to achieve the proposed activities.	The application contains some evidence of the applicant's capacity to achieve the proposed activities.	The application lacks evidence of the applicant's capacity to achieve the proposed activities.
Points for Criterion #1:				

Criterion #2:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Identification of project timeline and the resources or facilities needed to complete the proposed activities.	The applicant clearly and thoroughly specifies a timeline and identifies the resources and facilities needed or not needed to complete the proposed activities.	The applicant clearly specifies a timeline and identifies the resources and facilities needed to complete the proposed activities.	The applicant somewhat specifies a timeline and identifies the resources and facilities needed to complete the proposed activities.	The applicant does not specify a timeline nor identify the resources and facilities needed to complete the proposed activities.
Points for Criterion #2:				

Criterion #3:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Proposed activities with measurable outcomes that contribute to the faculty member's discipline.	The applicant provides a complete and extensive list of measurable outcomes to be accomplished by the end of the sabbatical.	The applicant provides a list of measurable outcomes to be accomplished by the end of the sabbatical.	The applicant somewhat provides a list of measurable outcomes to be accomplished by the end of the sabbatical.	The applicant does not provide or minimally provides a list of measurable outcomes to be accomplished by the end of the sabbatical.
Points for Criterion #3:				

Criterion #4:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Proposed activities and measurable outcomes enhance the applicant's department and curriculum.	Proposal includes convincing and substantial information demonstrating how the sabbatical will enhance the applicant's department and curriculum.	Proposal includes sufficient information demonstrating how the sabbatical will enhance the applicant's department and curriculum.	Proposal includes somewhat sufficient information demonstrating how the sabbatical will enhance the applicant's department and curriculum.	Proposal includes no information or minimal information demonstrating how the sabbatical will enhance the applicant's department and curriculum.
Points for Criterion #4:				

Criterion #5:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Proposed activities and measurable outcomes contribute to the university's reputation.	Proposal includes convincing and substantial information demonstrating how the sabbatical will contribute to the university's reputation.	Proposal includes sufficient information demonstrating how the sabbatical will contribute to the university's reputation.	Proposal includes somewhat sufficient information demonstrating how the sabbatical will contribute to the university's reputation.	Proposal includes no information or minimal information demonstrating how the sabbatical will contribute to the university's reputation.
Points for Criterion #5:				

Tie Breaker	0 to 5 – Tie Breaker
Points assigned at committee's discretion in the event of otherwise equal scores.	Points may be awarded to the applicant based on additional information provided in the application, for example: ● The proposal project includes a programmed course of study leading to an additional degree, certification, or license within one's professional field. ● Benefits of the project extend beyond the applicant's personal professional development agenda to affect student learning. ● Length of service since the previous sabbatical may also be considered in the event of a tie.
Points for Tie Breaker:	

Total Points:	

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