



## Scholarship Sabbatical Application Guidelines

Sabbatical leaves may be granted to enable a faculty member to contribute to the faculty member's discipline through activities which will lead to the publication of a paper or monograph or which will result in the production of a creative work consistent with the four (4) forms of scholarship listed in Article V, Section 5.5.6.2. (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 criterion, items 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 scholarship 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](mailto:frc@nmu.edu)

## Sabbatical Leave Application Requirements Checklist

Applicant Name:		
Department:		
Year Applying:		
Dates of Previous Sabbatical(s):		
Type of Sabbatical:	<b>Scholarship</b>	
<b>The Following Sections are for Reviewer Use Only</b>		
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

## Scholarship 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 applicant provides extensive evidence of a successful record of scholarly achievement related to the proposed activities.	The applicant provides sufficient evidence of a successful record of scholarly achievement related to the proposed activities.	The applicant provides some evidence of a successful record of scholarly achievement related to the proposed activities.	The applicant provides no evidence or lacks evidence of a successful record of scholarly achievement related to 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
	9-10	6-8	3-5	0-2
Proposed activities advance the discipline via one or more forms of scholarship.	Proposal convincingly articulates how the project will advance the applicant's discipline's body of knowledge via one or more forms of scholarship.	Proposal clearly articulates how the project will advance the applicant's discipline's body of knowledge via one or more forms of scholarship.	Proposal adequately articulates how the project will advance the applicant's discipline's body of knowledge via one or more forms of scholarship.	Proposal does not articulate how the project will advance the applicant's discipline's body of knowledge via one or more forms of scholarship.
Points for Criterion #3:				
Criterion #4:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Proposed activities enhance the applicant's department.	Proposal includes convincing and substantial information demonstrating how the sabbatical will enhance the applicant's department.	Proposal includes sufficient information demonstrating how the sabbatical will enhance the applicant's department.	Proposal includes somewhat sufficient information demonstrating how the sabbatical will enhance the applicant's department.	Proposal includes no information or minimal information demonstrating how the sabbatical will enhance the applicant's department.
Points for Criterion #4:				

Criterion #5:	Excellent	Good	Satisfactory	Needs Improvement
	5	3-4	2	0-1
Proposed activities 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:				
<b>Tie Breaker</b>	<b>0 to 5 – Tie Breaker</b>			
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: <ul style="list-style-type: none"> <li>● Secured internal/external funding for a grant.</li> <li>● Received a contract for an exhibition, book, article, etc.</li> <li>● Length of service since the previous sabbatical may also be considered in the event of a tie.</li> </ul>			
Points for Tie Breaker:				
<b>Total Points:</b>				