

Sabbatical Application Evaluation Factors—the factors below are considered by the Faculty Development Committee in its evaluation and review of sabbatical applications

Quality of research

- importance of research
 - benefit to the profession
 - benefit to the applicant
 - benefit to the department
 - benefit to Calvin University
- urgency of the research – why should this be done *now*?
- clear methodology
- plan viability – is the plan feasible given available time, resources, expertise?
- pedagogical impact (course or curriculum), enhance applicant’s teaching and the teaching of others through dissemination
- address related FEN and/or sustainability issues (if applicable)
- involve student participation (if applicable)
- assessment – is there a plan to assess success of the work?
- clear dissemination plan for publications, conferences, performances, etc.

Preparedness of applicant

- relevant expertise, competence
- must have a record of solid scholarly achievement (or promise of it)
- must be related to previous work or there should be an explanation for how and why scholarly direction has changed and describe progress in becoming competent

Quality of proposal

- written for non-expert
- clear placement in the discipline with substantial discussion of bibliography
- clear goals / open questions / major theses
- clear and detailed work schedule/plan. Show steps and how they interrelate.
- clear budget and budget explanation
- justification of why the requested amount of leave (one semester or two) is appropriate for the proposed project. Could the project be accomplished while maintaining usual responsibilities?
- clear logistical plans, e.g., studying off campus, collaborative work, supplemental funding, book contracts (if applicable)

Eligibility

- only faculty on regular appointments are eligible
- must have completed six year of service since initial hire or since previous sabbatical
- may not be part of *normal* teaching responsibilities (e.g. course development)
- must report results of all previous internal funding
- must be endorsed by chair
- must have at least one letter of reference from a non-Calvin colleague
- must include plan of presenting work to Calvin colleagues
- IRB research proposal or copyright clearances must be in process if applicable