

WENZHOU-KEAN UNIVERSITY
APPLICATION FOR SABBATICAL LEAVE

Name _____

Program _____

Date of initial appointment at Wenzhou-Kean University _____

Date of most recent sabbatical
leave from Wenzhou-Kean University, if any _____

Preferred term of sabbatical leave currently applied for:
_____ Fall (20__) _____ Spring (20__) _____ Academic Year (20__ - 20__)

Provide a description of your proposed project (see guidelines on p.2). Attach your proposal to these pages and submit it as a unit to the attention of your program Academic Committee.

Indicate below the total number of pages in your proposal. Be sure to number and initial each page.

Length of my proposal is _____ pages.
I have numbered and initialed each page. _____ Candidate's initials

It is expected that if awarded a sabbatical leave a faculty member will resume the full-responsibilities of her/his position at Wenzhou-Kean University for a minimum of one year following the leave.

Signature of
Applicant _____ Date _____

Endorsement of Program Academic Committee and Signature of ED/Program Coordinator

The Program Academic Committee (check one)

_____ recommends
or
_____ does not recommend

the attached proposal for a sabbatical leave project.

Signature of Executive Director or Program Coordinator

Date

WENZHOU-KEAN UNIVERSITY
Sabbatical Leave Program

GUIDELINES FOR THE CONTENT OF THE APPLICANT'S PROPOSAL

To facilitate assessment of your application for sabbatical leave, please include the following information in your proposal:

1. Your updated CV
2. A summary highlighting your contributions to WKU in the following areas
 - (a) Instruction innovation, curriculum revisions.
 - (b) Student advising, mentoring students in research and creativity, mentoring students for participating in and winning academic competitions
 - (c) Scholarship (external grants, journal articles, books, exhibitions, competition awards, etc.)
 - (d) Service: service to program, college and the University; service to the professional community; service to the local community
3. Student teaching evaluations and peer observation reports in the past 3 academic years.
4. Copies of journal articles and other publications published in the past 3 academic years; Copies of award letters or unfunded proposals of external grants in the past 3 academic years.
5. Description of sabbatical project. Be as specific as possible, particularly in stating:
 - (a) the objectives of the project.
 - (b) plans to go about accomplishing the project.
 - (c) If the sabbatical project is a research/creativity project, how will the sabbatical leave help your plan of external grant proposal development, enhance your research/creativity ability in your fields, or expand your research agenda?
 - (d) If the sabbatical project aims to enhance teaching ability and effectiveness, how will you apply what you learn from the sabbatical leave to teach you classes at WKU and how will you share the new pedagogy, course and curriculum design, interdisciplinary course development, instruction technology, assessment and other good practice in teaching you learned with the WKU academic community?
 - (e) resources needed and how they will be secured.
6. Relation of the project to any ongoing work at Wenzhou-Kean University or elsewhere.
7. Outline of a prospect for external research grant development, publications, performance or exhibition of project results, or for utilization in the discipline or in teaching.
8. Report on achievements of the previous sabbatical leave (if applicable). Indicate clearly whether the proposed project of the previous sabbatical leave was successfully completed (if applicable).
9. Any disciplinary action record.

WENZHOU-KEAN UNIVERSITY
Sabbatical Leave Program

The following statement of guidelines is provided solely for the information of the applicant for sabbatical leave. It requires no further work on your part; its inclusion here is only to acquaint you with the criteria used by the evaluation committee in assessing your application.)

GUIDELINES FOR THE EVALUATION COMMITTEES

Each evaluation committee is asked to consider sabbatical leave project proposals in terms of the following five questions:

1. Will this proposal enhance the competency (research and/or teaching) of the applicant in his or her discipline?
2. Will this proposal enhance the university reputation and student learning?
3. Are the methods, objectives, etc., appropriate to the nature of the proposal?
4. Is the present project logically related to applicant's past work? If not, what is the candidate's rationale for the proposal?
5. Has the applicant been productive in in research/creativity and mentoring students in research, and received acceptable teaching evaluations/peer observations?

In reviewing sabbatical leave project proposals, the evaluation committee(s) will use the following five criteria in making recommendations to the President. Each of the criteria will be given equal weight:

1. Merits of the proposal in terms of the individual (i.e., enhancing the competency of the applicant in his or her discipline or in teaching).
2. Merits of the proposal in terms of the community-at-large (i.e., enhancement of the applicant's contribution to the University and to the community-at-large).
3. The performance and academic achievements of the applicant in the past three years.
4. Seniority
5. How much did the applicant benefit from the previous sabbatical leave at WKU? If the applicant did not successfully complete the proposed project of the previous sabbatical leave at WKU, her/his sabbatical leave application cannot be approved.

WENZHOU-KEAN UNIVERSITY
Sabbatical Leave Program

CANDIDATE'S LIST OF SUPPLEMENTARY ATTACHMENTS

The candidate should itemize below all documents, grant award letters, papers, student teaching evaluations, exhibitions, etc., that have been included with this application for sabbatical leave.

Signature of Candidate _____

Date _____

Signature of
Program Academic Committee Chairperson _____