

FACULTY SABBATICAL 2025-2026
Application Cover Sheet
APPLICATION DEADLINE – November 1, 2025

Check one: Academic Year 2025-2026
 Calendar Year 2025
 Fall Semester 2025
 Spring Semester 2026

Applicant _____ Academic rank _____

Department _____

Title of sabbatical project _____

PROJECT ABSTRACT (Brief summary of the project for a general audience. Single-spaced abstract (250-word maximum.))

Signature of Applicant _____ Date _____

Signatures below indicate administrative approval for this proposal and the sabbatical time period.

Department Head: Total cost for adjunct replacement during the faculty member's absence: \$ _____

Signature of Department Head _____ Date _____

Signature of College Dean _____ Date _____

SABBATICAL GUIDELINES

Recipients of a sabbatical must abide by all appropriate sections of the Drake University Faculty Handbook. In particular:

4.3412 Eligibility. (Eligibility guidelines submitted by Faculty Senate Sabbatical Task Force, May 2019. Final approval of eligibility guidelines contingent on Faculty Senate approval, fall 2019).

- a. Six years of continuous full-time service at Drake University, including official leaves granted by the University, is required prior to the initial sabbatical leave. Time served as full-time instructor or full-time administrator is counted in determining time of eligibility
- b. A faculty member must hold a nine- or twelve-month full-time appointment, hold the academic rank of Instructor, Assistant Professor, Associate Professor, or Professor; and be tenured, approved for tenure, or meet criteria established by the faculty of the academic unit for eligibility to apply for sabbatical leave.
- c. An administrator must hold faculty rank and be head of a major administrative division on a twelve-month full-time contract.
- d. An eligible faculty member may apply for their first sabbatical leave in the sixth year of continuous full-time employment to be granted in the seventh year.
- e. Faculty must serve for six years of continuous service after completing one sabbatical before applying for a subsequent sabbatical.

4.3416 Return to Service:

- a. Each recipient of a sabbatical leave agrees to return for at least one year of full-time service at the University upon completion of the leave, barring physical or mental disability. Individuals who meet requirements for the senior faculty status program may return for two years teaching a two-thirds schedule.
- b. A recipient who fails to keep the above agreement shall return to the University the amount collected during the sabbatical leave unless specifically released from this obligation by action of the Board of Trustees.

4.3417 Duties and Employment Status during Sabbatical Leave

- a. While on sabbatical, the faculty member is on official leave from all regular classroom, departmental, and institutional duties. Faculty retain all rights to participate in matters of faculty governance.
- b. Faculty and administrators while on sabbatical leave will not be permitted to accept employment for remuneration except for unusual circumstances and then only with the written consent of the President of the University.
- c. The acceptance of research grants, scholarships, or fellowships for further study or travel do not count as employment for purposes of this policy, do not jeopardize a person's eligibility for a sabbatical leave, and should be encouraged and approved.

Faculty Salary

Faculty on a one-semester sabbatical receive 100% of their base salary for that semester. Faculty on a two-semester academic year sabbatical receive 70% of the base salary for those two semesters. Faculty on a two-semester calendar year sabbatical receive 85% of the base salary in each fiscal year including the sabbatical.

Application Procedure and Review Process

Faculty must submit a complete application including signed cover sheet to their dean by November 1, 2024. Courtesy electronic copies should be sent to the department head (if applicable), and to the Associate Provost for Faculty Success. Applicants will be notified in writing of the decision by February 3, 2025.

NOTE: A Human Participant Review Form must be filed and must receive approval from the Drake Institutional Review Board **before** the sabbatical proposal is submitted if the project involves human subjects, e.g., questionnaires, surveys, interviews. Allow at least one month for the review process to be completed. A copy of the IRB approval letter must accompany the application.

Proposal

1. Application cover sheet: maximum 250 word abstract and signatures. The abstract will be used to create a report for the Board of Trustees. Write it for a general audience, focusing on the major points and the benefit to Drake and the wider community.
2. Previous Drake sabbatical awards. If you received a sabbatical from Drake in the past, prepare a statement that summarizes each project, and describes the final outcome **including specific citations**; e.g., publication, exhibition, improved pedagogy, new courses/programs.
3. Complete description of the activities that will be conducted during the leave (description must include these headings, and is limited to a maximum of 6 double-spaced pages)
 - a. Purpose/objective(s) of the project
 - b. Scholarly and/or professional activities proposed for the sabbatical period
 - c. Statement of the significance and potential benefit: How does this project contribute to the scholarly discipline, your past research activity, and your career goals? How does the project contribute to the University and benefit the wider community.
 - d. Methods: How will you accomplish the established objective(s)
 - e. Anticipated outcome; e.g., publication, exhibition.
 - f. Timetable that estimates your schedule during the sabbatical period
 - g. Dissemination and long-range importance. Describe specific plans for sharing results of your project; e.g., through scholarly presentations or publication; performance; exhibit; launching new pedagogy, courses, or programs. How will you build upon the results of your sabbatical work? Are there sources of external funding to expand the project?
4. Current vita (eight-page maximum).

Follow-up Report

Sabbatical recipients **must prepare a written report** describing the work undertaken during the leave period. The **report will be submitted electronically** as a Qualtrics survey (recipients will receive an email with a link to the Qualtrics survey in the first week of the fall semester). It will include the following sections:

- 1)** A 350 word (maximum) abstract that summarizes the project and its specific results, including a statement in which you specifically describe how your PDA work is of value to Drake and the wider community. This could also include specific classes or courses of study or outreach into the community.
- 2)** A narrative description (maximum 2 page double-spaced) of the project: major objectives accomplished, activities pursued, and the results, including publications, presentations, exhibits, new programs or courses, innovative pedagogy, grants applied for or received, or future arrangements for any of these.
- 3)** A statement that all objectives and activities proposed and approved in the original application have been completed. If a sabbatical recipient fails to accomplish any of the approved objectives or activities, then the recipient must explain in the report what was not accomplished and why.

The report must be submitted **no later than September 15 of the academic year following the sabbatical**. Failure to submit the report at this time will make the recipient ineligible for subsequent sabbaticals, Drake Research Grants, or Undergraduate Assistantships