ARKANSAS TECH UNIVERSITY
GUIDELINES FOR SABBATICAL ASSIGNMENT

The basis for sabbatical assignment for Arkansas Tech University faculty is provided in the Faculty Handbook.

1. Eligibility: Any tenured faculty member employed by the University for six years or more.

2. Deadline: The Faculty Salary and Benefits Committee will consider proposals submitted by September 16. Proposals may be considered up to one year in advance. For example, proposals submitted by September 16, 2019 may apply for sabbatical assignment for spring 2020 and/or summer 2020, and/or fall 2020.
   - Department and College approvals must be secured, as per the guidelines outlined in the Faculty Handbook, and proposals submitted to the Office of Academic Affairs by 5 p.m. on the deadline date.
   - The signed original must be provided to the Office of Academic Affairs.
   - Proposals will not be accepted by the Office of Academic Affairs after the designated deadline.

3. Review Process: Peers outside of your specific area of expertise will review your proposal and recommend fundable proposals to the Vice President for Academic Affairs. Please use language and terminology that is clear and understandable to those in other disciplines. The committee will meet within one week after the proposal deadline and make their recommendation to the Vice President within two weeks after the deadline.

4. Award Information:

   A final written report of sabbatical activities must be submitted to the department chairperson within the first semester after your return, with copies to the dean, department head, and Vice President for Academic Affairs. Electronic submission is encouraged. The Vice President for Academic Affairs, in consultation with the Faculty Salary and Benefits Committee chair as needed, is responsible for reviewing and approving these reports. Sabbatical assignment recipients will not be eligible for future sabbatical assignments until the final report is received and acknowledged.

5. Budget Guidelines:
   - Please describe how all costs will be covered. Faculty salary, partial or full as requested and approved, will be paid as usual. Replacement costs for the successful applicant's classes will be paid from the sabbatical replacement cost fund.
   - Institutional cost sharing: The Faculty Salary and Benefits Committee encourages schools, departments and/or programs to provide a cash or in-kind contribution on all sabbatical assignment proposals. The Faculty Salary and Benefits Committee views such contributions as evidence of school/departmental support and endorsement of the proposed assignment.

The required elements of the proposal, described below, may not exceed 4 pages, double-spaced, using 12-point type and 1-inch margins. Attachments may be added as needed, to a maximum total of 10 pages for the complete application. All pages must be numbered and the original submitted to Academic Affairs.

Each school is represented on the Faculty Salary and Benefits Committee. Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.

A. COVER PAGE

The required cover page, which must be fully completed, can be downloaded in Word form at http://research.atu.edu/sabbaticals.htm.

B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project.

C. PURPOSE / OBJECTIVES

Begin the text with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, problem or work to be investigated, or aesthetic direction/technique).

D. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities.

E. DISSEMINATION OF RESULTS

This section should demonstrate how you plan to disseminate or publicize your results (specify venues for exhibition opportunities, journals selected to submit the article(s) for publication, faculty lecture, faculty seminar, etc.)

F. BUDGET

- Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: teaching assignment replacement costs (fringe benefits), supplies, equipment, copying/printing, postage, travel, graduate assistants, other student labor, fringe benefits, and other services.
- Include an itemization of the department and/or school contribution and ensure that this information matches the cover page of your application.

G. BIBLIOGRAPHY: Provide standard citations for material referenced.

H. APPLICATION VITA (Maximum: 3 Pages)

Although no particular format is required, reviewers look specifically for the following:

- research and scholarly activity pertinent to the proposal, and
- previous sabbatical assignments, including how results were disseminated or made public.