

LOYOLA COLLEGE IN MARYLAND

Junior Faculty Sabbaticals

- A. Purpose: The Junior Faculty Sabbatical Program provides untenured, tenure-track faculty one semester without teaching or service obligations to advance scholarly or creative projects. Junior Faculty Sabbaticals are intended to further individual scholarship and aid in the recruitment and retention of faculty.
- B. Eligibility:
1. Untenured, tenure-track faculty members are eligible to apply after completion of one year in a full-time tenure-track position at Loyola.
 2. If the application is denied, the faculty member may apply again the next academic year, and subsequent years if need be, as long as the year of the application is not the same as the year of the tenure application. That is, following one year in a full-time tenure-track position at Loyola, a faculty member may apply for a Junior Faculty Sabbatical in any year of the probationary period except the year in which applying for tenure.
 3. A faculty member may receive only one Junior Faculty Sabbatical during the probationary period.
 4. The Junior Faculty Sabbatical must be used during the academic year for which it is awarded.
- C. Application Deadline:
Junior Faculty Sabbatical Applications for the following academic year are due in the Dean's office (or, for sabbaticals in the Humanities, in the office of the Director of the Center for the Humanities) no later than 5 pm on the last Monday in October of the prior academic year. Review Letters must be postmarked by the deadline, and faxed or email transmissions must also meet this deadline.
- D. Application Guidelines:
Faculty should submit 10 copies of their application to their dean or, in the case of applications from Humanities departments, to the Director of the Center for the Humanities. All parts of the application should be in 12 point type.

The Junior Faculty Sabbatical Application should include the following:

1. Cover page
The cover page should contain the applicant's name, department, title of the proposed project, and date.
2. Abstract
The Abstract should contain a concise overview of the project. The word limit for the Abstract is no more than 200 words.

3. Project Description

A clear description of the proposed project should be presented.

The description should discuss the objectives of the research, the importance of the project to the discipline, relevant literature, how the project will be accomplished, plan for analyzing data if appropriate for the discipline, expected outcomes in terms of presentation and/or publication outlets, and a timetable for completion.

The applicant should also include a clear explanation of why a sabbatical is necessary for work on the project. The word limit for the Project Description is 2,000 words.

4. Bibliographic Information

Sufficient bibliographic information should be included as a means of demonstrating an awareness of relevant literature or research in the field. The page limit for the Bibliographic Information is 4 pages.

5. Curriculum Vitae

The Curriculum Vitae should include a list of major academic and employment activities, including lectures and publications, honors and awards, and service activities.

6. Letter from the Department Chair

A letter of support from the applicant's Department Chair, having consulted the tenured members of the department, is required. The letter should address the applicant's eligibility, contain the semester and year that the applicant will stand for tenure, evaluate the proposed project with respect to the criteria, and specify how the department will meet staffing needs if the Junior Faculty Sabbatical is granted. The Chair's letter should help explicate the project to those outside the discipline.

7. Review Letters

Three Review Letters are required, two of which must be from persons outside of Loyola. Review Letters are confidential; that is, they are not shared with the faculty member unless the writer chooses to do so. Letters should be sent to the department chair, who submits them with the departmental letter. Faculty are encouraged to obtain one letter from someone who is not the applicant's dissertation advisor or a co-author. Persons providing the Review Letters should address the relevant evaluation criteria listed below.

E. Criteria for Evaluation of Junior Faculty Sabbatical Applications:

Junior Faculty Sabbatical applications will be evaluated on the following criteria:

1. Quality of the proposed project, including the conception, definition, organization, and significance to the field of the proposed project;
2. Contribution the proposed project will make to thought and knowledge in the applicant's discipline;

3. The quality of the applicant's publication record;
4. The likelihood that the proposed project will be completed;
5. The need for a sabbatical to pursue the proposed project. Consideration should also be given to the applicant's records of teaching and service to the College.

F. Evaluation Process:

1. The Department Chairs in each division (Humanities, Natural Sciences, Social Sciences, and Business) will evaluate and rank the junior faculty sabbatical applications from their respective divisions.
2. The applicant's Department Chair may participate in the discussion of the applicant's proposal, but does not vote on the proposal.
3. The Chairs should be prepared to offer written constructive comments to applicants whose applications are not funded.
4. The results of the voting and rankings are forwarded to the appropriate Dean by December 1. The Dean makes a recommendation to the Vice President for Academic Affairs who makes the final decision.
5. Applicants will normally be notified of the outcomes by December 15.
6. If an application is denied, there is no opportunity to appeal or revise and resubmit for the same academic year. Rather, upon request, the applicant may request constructive feedback so that the applicant can revise and resubmit the application the following year.

G. Sabbatical Period:

1. The sabbatical period is either the Fall or the Spring semester.
2. The time spent on a Junior Faculty Sabbatical counts toward tenure.
3. The faculty member receives full salary and benefits during the sabbatical period.
4. If travel or supplies are a necessary part of the Junior Faculty Sabbatical project, the recipient may request up to \$1000 to be used for those purposes. Faculty members in the Humanities apply for these funds to the Center for the Humanities; faculty members in other divisions apply to their dean.

H. Terms of the Grant:

1. A final report on activities including appropriate materials (such as drafts of articles or manuscripts submitted for publication) is due thirty days after the grant period. The report should be sent to the Department Chair and the Dean.

2. Faculty should acknowledge the sponsorship of Loyola College in publications which may come from grant activities, and should send a copy (or reprint, if appropriate) to the dean.
3. The Chair of the faculty member's department ordinarily sponsors a faculty colloquium the academic year following the sabbatical during which the faculty presents (without honorarium) the results of the sabbatical. In the Humanities, the colloquium is sponsored by the Center for the Humanities.
4. The recipient must return to Loyola College for the academic year following the academic year in which the sabbatical was taken.
5. The Junior Faculty Sabbatical Program excludes the recipient from receiving any concurrent funding for teaching, research, or other employment activity from Loyola College or another employer without the written consent of the Dean.

I. Other:

1. For each academic year, ordinarily the maximum number of Junior Faculty Sabbaticals awarded in each division is as follows:

Business	2
Humanities	3
Natural Sciences	1
Social Sciences	1
Natural or Social Sciences	1

2. If coverage issues arise within a department due to the number of junior and senior faculty sabbaticals, preference should be given to the junior faculty. The rationale for this recommendation is twofold. First, there are a limited number of junior faculty sabbaticals and this makes them very competitive. And second, junior faculty need to establish research records.