

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Research and Development Committee

TOPIC: Revisions to the FPPM language in FPPM Section III.GG Leaves of Absence

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal).

The Faculty Research and Development Committee has consistently received proposals for faculty sabbaticals and faculty connections that follow a variety of formats of in some cases are missing required format elements such as correct cover page or sign off sheet. Thus, in committee discussions it was proposed that a centralized fillable and downloadable form located on an outside website, with the web link included in the FPPM would be the best way to provide applicants with an easier manner to access information required for applying for a sabbatical or faculty connection program. Further, it was determined that re-organization of the FPPM location of materials related Leaves of Absence (including description of the program, application procedures, and evaluation guidelines) into one overall section in the FPPM rather than having information located in multiple places would be beneficial to applicants. The committee completed revisions to FPPM language and location of material regarding leaves of absence (specifically sabbaticals and faculty connections programs) and developed downloadable and fillable word proposal documents for Faculty Sabbaticals and Faculty Connections Programs. These new proposal forms contain the sign off sheets, cover sheets (revised to focus on particular proposal being submitted rather than one for all types of proposals), and a document outlining all required areas for proposals inclusive of text boxes for typing responses directly into the form. Finally, the committee worked with IT on the creation of a website for the Faculty Research and Development Committee to house the application forms to make them easily accessible to all faculty.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The changes to the FPPM regarding this section and a sample of the downloadable/fillable form are located at the end of this document.

Changes were made to the following sections of the FPPM:

I. FPPM: Section V GG Leaves of Absence.

Sections related to faculty sabbaticals were revised in the following manner:

- 1) The section related to the time line of review and decisions for faculty sabbaticals was moved from section e to section b.
- 2) The application procedure section was revised to remove reference to separate location in the FPPM for application procedures/submission guidelines and to direct the applicant to the location of the Faculty Development and Research Committee website where the application form for sabbaticals is housed was added.
- 3) Removed reference in this section to the location in the FPPM and requirement of sign off sheet and cover sheet as these are now included in the overall application packet
- 4) Removed reference to the location in the FPPM of and requirement of revising criteria for annual faculty evaluation if leaves are granted as this is now included in the overall application packet
- 5) New language was crafted and added to the faculty sabbatical section to include:
 - i. d. Evaluation of faculty sabbaticals. In this section the committee decision making process was included and the criteria for evaluation of faculty sabbaticals, previously included in section V G of the FPPM was added.

Sections related to faculty connections programs were revised in the following manner:

- 1) The timeline for review was moved from section c to section b of the document.
- 2) The application procedure was revised to remove reference to separate location in the FPPM for application procedures and language directing the applicant to the location of the Faculty Development and Research Committee website where the application form for faculty connections application is housed was added.
- 3) Removed reference in this section to the location in the FPPM and requirement of sign off sheet and cover sheet as these are now included in the overall application packet
- 4) Removed reference to the location in the FPPM and requirement of revising criteria for annual faculty evaluation if leaves are granted as this is now included in

the overall application packet

5) New language was crafted and added to the faculty connections section to include:

- i. d. Evaluation Guidelines. In this section the committee decision making process was included and the criteria for evaluation of faculty connections proposals, previously included in section V F of the FPPM was added.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed). These changes have streamlined the location of information regarding faculty sabbaticals and faculty connections programs into one centralized location in the FPPM rather than having information located in multiple areas providing a more concise and accessible manner of retrieving information for applicants. In addition, the development of a fillable application for each of the programs located on an external website will provide ease of access and an application form including all required material will eliminate confusion as to what should be included in the application. This will also help the committee when evaluating applications as submissions will now follow a consistent format.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

GG. LEAVES OF ABSENCE

1. Sabbatical Leave Program.

The term “Sabbatical Leave” at Longwood University describes leave that enables a faculty member to undertake writing, research, curriculum development, and other creative endeavors that would not be possible in the course of normal college responsibilities. The President of the University may grant sabbatical leave to a tenured member of the faculty as recognition of excellent service and scholarly achievement. The leave is to be used for further professional development, which may involve research, formal study, or other pertinent activity to enhance the competence of the faculty member; however, such leave may not be used for degree completion.

The faculty member on leave remains on contract to Longwood University, enjoying the same rights and privileges and adhering to the same constraints as when the faculty member engages in full-time teaching. Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary. Employee benefits other than salary (e.g., insurance and retirement plan contributions) shall continue during the period of the leave for the faculty member on leave on the same basis as for other faculty members not on leave.

a. Eligibility. A sabbatical leave may be granted to a tenured faculty member who has completed not less than six years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. Faculty are eligible to apply for a sabbatical during their sixth year while being reviewed for tenure, but all approved sabbatical leaves are contingent on approval of tenure by the Board of Visitors.

b. Time line: A completed application for sabbatical must be received by the chair of the Committee on Faculty Development by the first day of spring semester. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of the deadline (at least 7 working days prior to the application deadline). Applicants will be notified by the third Monday in February whether a leave will be granted.

~~c. b. Application Procedure: and Proposal Guidelines.~~ A candidate for a sabbatical leave must submit a proposal to the Committee on Faculty Development. ~~Section V, G. contains procedures and guidelines for such a proposal.~~ The proposal form for faculty sabbaticals is located on the Faculty Research and Development Committee website located here: <http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/>

Any additional procedures or guidelines for proposals will be distributed by the Committee on Faculty Development within the first five weeks of the fall semester and will also be available in the office of the Provost and Vice President for Academic Affairs (PVPAA).

A sabbatical leave proposal must be approved by the candidate’s department chair and dean. This approval is indicated by a completed sign off Sheet for Sabbaticals and Faculty Connections Proposal Approval. The sign off sheet is located within the proposal form for faculty sabbaticals on the Faculty Research and Development Committee website located here:

<http://solomon.longwood.edu/fdrc/> found in Section V, E. of the FPPM, which must accompany the proposal submitted to the

~~Committee on Faculty Development.~~ (If a department chair is applying for a sabbatical leave, applications for sabbatical leave from members of that department require only the dean's prior approval.) ~~The faculty member should include in their proposal any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. See Section III. Q. Criteria for Faculty Evaluation for more detail.~~

-If a sabbatical leave is not recommended by a department chair, dean, or the Committee on Faculty Development, a written rationale for the decision must be provided to the applicant and the applicant may provide a written response. Any rationale must be based solely on the merits or detriments of the sabbatical application, excluding any reference to the tenure process if the applicant is up for tenure review. The written rationale and response must be included in the application packet and forwarded to the Committee with all other materials for consideration.

~~The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his or her recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting sabbatical leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.~~

d. Evaluation of sabbatical applications:

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his or her recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting sabbatical leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

Evaluation of sabbatical proposals will center on the following criteria that are required elements of the proposal:

Qualifications: Before beginning a sabbatical leave, a faculty member must be tenured with at least six years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a sabbatical and a faculty connection during the same year.

Cover and Sign Off Sheets: The application must include the cover sheet and completed sign off sheet for Sabbaticals and Faculty Connections Proposal Approval. These are located within the proposal form on the Faculty Research and Development Committee website:

<http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/>

Previous Awards. If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for the completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Clearly indicate which semester(s) you wish to take the sabbatical.

Justification for Sabbatical Leave. Explain why this project could not be undertaken in the course of normal university responsibilities.

Benefit to Longwood. Explain the value of your project to you and your profession in terms of teaching, research, scholarship, and/or service, your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

Vita. An up to date vita must be submitted with the sabbatical application.

Style. Proposals should be clear and well written.

~~e. **Timeline.** A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by the first day of the Spring semester. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline at least 7 working days prior to the application deadline. Applicants will be notified by the third Monday in February whether a leave will be granted.~~

~~e. **Obligations upon Program Completion.** A sabbatical leave is granted on the condition that, at the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in salary during the leave. Details of current provisions for repayment are available in the Office of Human Resources. A faculty member who has been granted a sabbatical leave will be required to write a brief but detailed report on the work accomplished during the time on leave. This report must be submitted to the PVPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's or full year's leave. Faculty members who fail to submit a written report will not be eligible to receive further grants/awards/leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.~~

2. Ordinary Leaves.

Longwood University recognizes that further study, research at other institutions, and travel are necessary to maintain the effectiveness of the faculty. Requests for leaves of absence are initiated by the faculty member in writing to the department chair. The department chair makes a recommendation to the appropriate college dean, who makes a recommendation to the PVPAA, to whom has been delegated the authority for granting leaves of absence.

3. Advanced Study Leaves.

Under the provision of the state personnel system, Longwood may, in certain circumstances, grant a faculty member a leave with partial salary to continue work for an advanced degree.

4. Faculty Connections Program.

The faculty connections program provides tenured members of the Longwood University faculty with opportunities to use their talents, background and expertise in the world outside of the university in organizations or other educational settings. Benefits accrue to the organizations that have use of the particular faculty member's expertise on site. Faculty members receive benefits by being involved in contextual situations outside the classroom.

A faculty member selected for this program will work for the outside organization on a full-time basis for one academic semester, fall or spring, with no reduction of salary or benefits. Summer sessions are not included in this program.

a. Eligibility. A faculty connections leave may be granted to a tenured faculty member who has completed at least three years of full-time service with the University and who has completed at least six years of

full-time service since receiving any previous sabbatical or faculty connections leave. Faculty are not eligible for a sabbatical leave and a faculty connections leave during the same academic year.

b. Timeline. A completed application for faculty connections leave must be received by the chair of the Committee on Faculty Development by the first day of spring semester. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline at least 7 working days prior to the application deadline. Applicants will be notified by the third Monday of February whether a leave will be granted.

c. ~~b.~~ Application Procedure ~~and Proposal Guidelines.~~ A candidate for a faculty connections leave must submit a proposal to the Committee on Faculty Development. The faculty connections leave proposal must be approved in advance by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval. These are located in the Faculty Connections Proposal form that can be found on the Faculty Research and

Development Committee website: [~~departments/faculty-development--research-committee/~~. found in Section V, E. of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. The faculty member should include in their proposal any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. See Section III, Q. Criteria for Faculty Evaluation for more detail. Section V, E. contains guidelines for faculty connections leave proposals.](http://solomon.longwood.edu/offices--</u></p></div><div data-bbox=)

Faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned. Once a signed contract for participation is received, the academic dean can finalize hiring of any adjunct faculty required to perform the academic duties of the faculty member on leave.

d. Evaluation Guidelines. The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting faculty connections leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

Evaluation of faculty connections proposals will center on the following criteria that are required elements of the proposal:

Cover and Sign Off Sheets. The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval. The cover sheet and sign off sheet can be found in the proposal application located on the Faculty Research and Development Committee

website: <http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/>

Previous Awards. If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe project goals with attention to specificity, clarity, creativity, and originality. Describe reasonable expectations for the project. State the organization(s) that you would work for and what that work would entail. Clearly indicate which semester(s) you wish to take the faculty connection leave.

Justification for Faculty Connection Leave. Explain why this project could not be undertaken in the course of normal university responsibilities. Explain any additional expenses, up to \$1,000, that the faculty member expects to incur as a result of having to travel away from Farmville or having to stay in another geographic area. Expenses of this type will not affect the faculty member's proposal negatively, but must be included in the overall funding request.

Benefit to Longwood. Explain the value of your project to you and your profession in terms of teaching, research, scholarship, and/or service your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

Style. Proposals should be clear and well written.

~~The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting faculty connections leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.~~

~~Faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned. Once a signed contract for participation is received, the academic dean can finalize hiring of any adjunct faculty required to perform the academic duties of the faculty member on leave.~~

~~c. Timeline. A completed application for a faculty connections leave must be received by the chair of the Committee on Faculty Development by the first day of the Spring semester. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline at least 7 working days prior 168 to the application deadline. Applicants will be notified by the third Monday of February whether a leave will be granted.~~

~~e. d. Obligations Upon Program Completion. A faculty member who has completed a faculty connections leave will be required to prepare a report about the experience with the outside organization. This report must be approved by the outside organization. No organization-sensitive information is to be included. After it has been approved by the outside organization, this report will be presented to the appropriate department chair, dean, and the PVPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's leave. Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received. Faculty members are also encouraged to present their faculty connections leave findings to members of the faculty and/or members of other organizations outside the university community.~~

5. Repayment Of Leaves.

Faculty members receiving ordinary, advanced study, or faculty connections leaves are required to teach at Longwood, upon their return, for a period commensurate with the amount of salary received. If a faculty member fails to fulfill this obligation, repayment of the amount received will be made. Details of current provisions for repayment are available in the Office of Human Resources.

6. Leave Without Pay.

Upon the recommendation of the department chair and the appropriate college dean, and with the approval of the PVPAA, a leave of absence without pay may be granted. A leave of absence is granted for a period not greater than one year, although in certain instances a renewal may be granted as the first year comes to an end. Under no circumstances will a leave of absence be granted for more than two years. When a leave of this nature is granted, the faculty member should check with the Office of Human Resources with regard to the continuation of faculty benefits.

References: Minutes of the Organization of Teaching Faculty, April 6, 1989; Longwood Administrative Handbook, Faculty Senate, 1998, Board of Visitors, April 23, 1999. Faculty Senate, October 12, 2000; March 19, 2009; March 18, 2010, April 27, 2017, February 1, 2018. Board of Visitors, March 24, 2001, June 13, 2009; June 10, 2010, June 8, 2018.

***** The following is NOT to be included in new FPPM language but is instead a sample of the form that will be located for these programs on the website.**

**Cover Sheet
Faculty Sabbaticals**

Forward proposals to chair of appropriate subcommittee:
Chair of Faculty Research and Development Committee

Chair can be found on Faculty Senate Webpage at this link: <http://solomon.longwood.edu/offices--departments/faculty-senate/>

Proposals for Sabbaticals are due the **first day of spring semester**

All submissions must follow the guidelines provided below. Submissions that do not follow these current guidelines will not be considered for approval.

Faculty Signature: _____ **Date:** _____

If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty. All applications for Sabbaticals, Connections, and Research and Development Grants, notification letters, and reports submitted upon completion of leaves and grants will be stored electronically so that they may be readily available to the members of the Committee on Faculty Development and University administrators as needed in connection with future leave and grant applications.

I agree I do not agree
to allow the University to use the current proposal in future years as an example of a successful proposal.

I am submitting a proposal for a Faculty Sabbatical. Below, please indicate the semester and year during which you are proposing to take the sabbatical.

Fall Spring Full year Year: [Click here to enter text.](#)

Please indicate whether or not you have been granted tenure.

Yes No

Please indicate the number of years of full-time service at Longwood University that you have completed.

[Click here to enter text.](#)

Below, please indicate whether or not you have previously been granted a sabbatical at Longwood.

Yes No

If yes, please indicate the semester(s) and year(s) of previous sabbaticals in the box below.

[Click here to enter text.](#)

SIGN OFF SHEET FOR FACULTY SABBATICALS PROPOSAL APPROVAL

FACULTY MEMBER

[Click here to enter text.](#)

SEMESTER(S)

[Click here to enter text.](#)

It is the responsibility of the proposal writer to inform the Department Chair of the proposal's potential impact upon teaching load, advising, committee service, or department support service. Furthermore, the proposal writer is responsible for obtaining all signatures in a timely fashion.

Department Chair: _____

Date: _____

In the box below, please provide an explanation of how faculty member's departmental responsibilities will be addressed during the leave of absence.

[Click here to enter text.](#)

College Dean: _____

Date: _____

Approval of Proposal

Yes

No

In the box below, please indicate the estimated cost of replacing the faculty member during the leave of absence.

[Click here to enter text.](#)

Sabbatical Application

Previous Awards

In the space below, please indicate and explain any previous awards received from this committee (sabbatical, faculty research grant, faculty development grant, faculty connections leave). For each received, please indicate the following:

- a) The type of award
- b) The year of the award
- c) The proposed use of the award
- d) The outcomes of the award (productivity)

[Click here to enter text.](#)

Goals

In the space below, please describe the project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Clearly indicate which semesters(s) you wish to take the sabbatical and provide a timeline for completion of goals outlined.

[Click here to enter text.](#)

Justification for sabbatical leave

In the space below, please explain why this project could not be undertaken in the course of normal university responsibilities.

[Click here to enter text.](#)

Benefit to Longwood

In the space below, please explain the value of your project to you and your profession in terms of teaching, research, scholarship, and/or service, to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service. Include any additional information that you believe will support the application in terms of professional development.

[Click here to enter text.](#)

Alterations to Criteria for Faculty Evaluation

In the space below, please outline any alterations to criteria for annual faculty evaluation anticipated if a faculty sabbatical is granted. The form for faculty evaluation and performance evaluation can be located in the FPPM. The following information regarding faculty evaluation and sabbaticals comes from the

FPPM:

“If a faculty member is granted a sabbatical or a connections leave in an upcoming academic year, then the faculty member and the Department Chair will establish appropriate criteria for evaluation at the end of the current academic year. Establishing these criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, college Dean and PVPAA.

If the sabbatical is for the full contract year, then the evaluation should be based exclusively on the parameters of the approved sabbatical. If the sabbatical is for one-half the contract year or the faculty member is part of the Connections program, then the evaluation of areas of teaching, scholarship, and/or service that are not related to the sabbatical or Connections will occur solely for the semester in which the faculty member is not on sabbatical or Connections. For areas of teaching, scholarship, and/or service that are part of the sabbatical or Connections, evaluation must include elements of faculty performance during both semesters.

Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, college Dean, and PVPAA.”

[Click here to enter text.](#)

Vita

In the space below, please insert your most up to date curriculum vita.

[Click here to enter text.](#)

**Cover Sheet
Faculty Connections**

Forward proposals to chair of appropriate subcommittee:
Chair of Faculty Research and Development Committee

Chair can be found on Faculty Senate Webpage: [http://solomon.longwood.edu/offices--
departments/faculty-senate/](http://solomon.longwood.edu/offices--departments/faculty-senate/)

Proposals for Faculty Connections are due the **first day of spring semester**

All submissions must follow the guidelines provided below. Submissions that do not follow these current guidelines will not be considered for approval.

Faculty Signature: _____ **Date:** _____

If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty. All applications for Sabbaticals, Connections, and Research and Development Grants, notification letters, and reports submitted upon completion of leaves and grants will be stored electronically so that they may be readily available to the members of the Committee on Faculty Development and University administrators as needed in connection with future leave and grant applications.

I agree I do not agree
to allow the University to use the current proposal in future years as an example of a successful proposal.

I am submitting a proposal for a Faculty Connection. Below, please indicate the semester and year during which you are proposing to take the sabbatical.

Fall Spring Full Year Year: [Click here to enter text.](#)

Please indicate whether or not you have been granted tenure.

Yes No

Please indicate the number of years of full-time service at Longwood University that you have completed.

[Click here to enter text.](#)

Below, please indicate whether or not you have previously been granted a Faculty Connection at Longwood.

Yes No

If yes, please indicate the semester(s) and year(s) of previous Faculty Connection in the box below.

[Click here to enter text.](#)

SIGN OFF SHEET FOR FACULTY CONNECTIONS PROPOSAL APPROVAL

FACULTY MEMBER

[Click here to enter text.](#)

SEMESTER(S)

[Click here to enter text.](#)

It is the responsibility of the proposal writer to inform the Department Chair of the proposal's potential impact upon teaching load, advising, committee service, or department support service. Furthermore, the proposal writer is responsible for obtaining all signatures in a timely fashion.

Department Chair: _____ Date: _____

In the box below, please provide an explanation of how faculty member's departmental responsibilities will be addressed during the leave of absence.

[Click here to enter text.](#)

College Dean: _____ Date: _____

Approval of Proposal

Yes

No

In the box below, please indicate the estimated cost of replacing the faculty member during the leave of absence.

[Click here to enter text.](#)

Faculty Connections Application

Previous Awards

In the space below, please indicate and explain any previous awards received from this committee (sabbatical, faculty research grant, faculty development grant, faculty connections leave). For each received, please indicate the following:

- a) The type of award
- b) The year of the award
- c) The proposed use of the award
- d) The outcomes of the award (productivity)

[Click here to enter text.](#)

Goals

In the space below, please describe project goals with attention to specificity, clarity, creativity, and originality. Describe reasonable expectations for the project. State the organization(s) that you would work for and what that work would entail. Clearly indicate which semester(s) you wish to take the faculty connection leave.

[Click here to enter text.](#)

Justification for faculty connection leave

In the space below, please explain why this project could not be undertaken in the course of normal university responsibilities. Explain any additional expenses, up to \$1,000, that the faculty member expects to incur as a result of having to travel away from Farmville or having to stay in another geographic area. Expenses of this type will not affect the faculty member's proposal negatively, but must be included in the overall funding request.

[Click here to enter text.](#)

Benefit to Longwood

In the space below, please explain the value of your project to you and your profession in terms of teaching, research, scholarship, and/or service, your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

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Alterations to Criteria for Faculty Evaluation

In the space below, please outline any alterations to criteria for annual faculty evaluation anticipated if a faculty connection is granted. The form for faculty evaluation and performance evaluation can be located in the FPPM. The following information regarding faculty evaluation and sabbaticals comes from the FPPM:

“If a faculty member is granted a sabbatical or a connections leave in an upcoming academic year, then the faculty member and the Department Chair will establish appropriate criteria for evaluation at the end of the current academic year. Establishing these criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, college Dean and PVPAA.

If the connection is for the full contract year, then the evaluation should be based exclusively on the parameters of the approved sabbatical. If the sabbatical is for one-half the contract year or the faculty member is part of the Connections program, then the evaluation of areas of teaching, scholarship, and/or service that are not related to the sabbatical or Connections will occur solely for the semester in which the faculty member is not on sabbatical or Connections. For areas of teaching, scholarship, and/or service that are part of the sabbatical or Connections, evaluation must include elements of faculty performance during both semesters.

Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a

typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, college Dean, and PVPAA.”

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Vita

In the space below, please insert your most up to date curriculum vita.

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