

**MARSHALL UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS (COHP)**

SABBATICAL LEAVE PROCESS

1. General Information

- a. Voted on by the faculty: April 30, 2026
- b. Effective Date: May 1, 2026
- c. History: Inaugural version of COHP policy

2. Background & Motivation

The governing Marshall University policies that apply to sabbatical leave are found in MUBOG-AA-01, “Sabbatical Leave” (effective date, December 1, 2024).

<https://www.marshall.edu/policies/files/2024/09/MUBOG-AA-1-Sabbatical-Leave.pdf> The purpose of this document is to summarize the COHP process to evaluate the merits of each sabbatical proposal, and the COHP procedures for evaluating post-leave reports. As per MUBOG-AA-01, Section 4.1: “Each college will develop a rigorous, multi-level, qualitative and quantitative process to evaluate the merits of each sabbatical proposal as a substantive professional development project. Additionally, each college will outline procedures for evaluating post-leave reports.”

The required submission details and forms identified in the process summarized below are for internal use within COHP. Additional forms may also be required at the university level, and in the past those required forms have been on the Faculty Senate website, at <https://www.marshall.edu/faculty-senate/sabbatical-leave/>.

3. COHP Evaluation Process

- a. Application Proposal. . In alignment with BOG No. AA-1 4.2., the full sabbatical application proposal – including COHP required forms and any applicable university required forms – shall be submitted by the applicant to the Department Chair by September 1st or the following business day prior to the academic year that the faculty member would like to conduct their sabbatical leave. Faculty applying for sabbatical leave must submit the following three forms located at on the Marshall Faculty Senate page <https://www.marshall.edu/faculty-senate/sabbatical-leave/>
 - 1. Sabbatical Leave Routing Form
 - 2. Sabbatical Leave Request Form
 - 3. Sabbatical Leave Agreement Form
- b. Department Review. The Department Chair shall forward to the department faculty members or committee charged to advise the Chair about sabbatical leaves an electronic copy of the sabbatical proposal September 5 of the Fall semester in which the application was submitted. The proposal shall be available for review and submission of written feedback (using the provided Evaluation Rubric) for a minimum period of one week. Department Chairs will have two weeks to review applications and make written recommendations to their College Dean by September 15 or the next business day.

- c. Departmental Decision. The Department Chair shall forward the sabbatical leave application and the Chair's recommendation (i.e., of support or non-support) to the College Dean by September 15 or the next business day. Recommendations of support shall include a detailed description of how the faculty member's sabbatical leave would build the teaching, scholarly, and external research support capabilities of the faculty member, and should also address issues related to staffing and course coverage within the department during the proposed period of sabbatical leave. Recommendations of non-support may be based on the contents of the sabbatical leave proposal or based on an inability to cover the faculty member's responsibilities during the proposed sabbatical leave. The Chair shall take into consideration the sentiments of the written feedback provided during the review period, and that written feedback should be forwarded to the Dean along with the Chair's recommendation. The Chair shall provide the applicant with a copy of the Chair's recommendation when it is forwarded to the Dean. The Chair shall inform the department faculty if and when the sabbatical leave is approved at the university level, giving the department time to adjust to the successful applicant's absence.
- d. College Decision. The Dean will distribute the Sabbatical Leave Applications to the college-level Faculty Personnel Committee. The Faculty Personnel Committee will review and evaluate applications based on the scoring rubric included below and provide a written recommendation to the Dean by October 1 or the next business day. Deans will review the sabbatical application packets and recommendations made by immediate supervisors and the college-level Faculty Personnel Committee. Deans will then make their own written recommendations, and forward those, along with all previous recommendations, scoring rubrics, and sabbatical application packets to the Chief Academic Officer, or designee by October 15 or the next business day.

4. Post-Leave Report Evaluation Procedure

- a. Departmental Review. Post-sabbatical leave reports shall be submitted to the faculty member's Department Chair by September 15 of the academic year following the sabbatical leave. Upon receipt of the report the Department Chair shall provide an electronic copy of the report to department faculty for their evaluation and comments, using the provided Sabbatical Leave Report Evaluation Rubric. Department faculty members may provide their written feedback to the Chair by September 30 of the academic year following the sabbatical leave.
- b. Department Chair's Summary. The Department Chair shall summarize the comments and evaluation scores received by the department faculty and provide their written assessment of the faculty member's sabbatical leave to the College Dean October 15 of the academic year following the sabbatical leave.
- c. College Dean's Record Keeping and Forwarding of Report. The College Dean shall preserve the faculty member's sabbatical leave report and departmental feedback as a resource for future revisions to the college sabbatical leave policies, evaluation tools, and in case of an unfavorable outcome from a faculty member's sabbatical leave, to aid future decision making regarding additional sabbatical leaves being granted. By the deadline established by the university, the College Dean shall provide the faculty member's sabbatical leave report to the Office of the Provost & Senior Vice President for Academic Affairs.

5. Evaluation Rubrics

Evaluation Rubric for Sabbatical Leave Proposal

Name of the Applicant:

| Objective | Criterion | Evaluation | | | | |
|--------------------|---|------------|---|---|---|-----------|
| | | Poor | | | | Excellent |
| General Attributes | The project and its methodology/ methodologies is/are understandable to faculty outside the faculty member's discipline | 1 | 2 | 3 | 4 | 5 |
| Appropriateness | The proposal clearly articulates how the project activity/ activities will promote additional knowledge, skills, or expertise. | 1 | 2 | 3 | 4 | 5 |
| | The proposal clearly demonstrates that the scope/nature of the project is not possible through normal workload assignment. | 1 | 2 | 3 | 4 | 5 |
| Benefits | The proposal clearly articulates how the project will improve the faculty member's scholarly activity, teaching effectiveness, professional practice, or service. | 1 | 2 | 3 | 4 | 5 |
| | The proposal clearly articulates how the project will benefit the department, college, university, and/or community. | 1 | 2 | 3 | 4 | 5 |
| Practicality | The proposal contains clearly identified goals and outcomes that will lead to actionable outcomes. | 1 | 2 | 3 | 4 | 5 |
| | The timeframe for completion is realistic and attainable. | 1 | 2 | 3 | 4 | 5 |

Comments:

Scores of 28-35 (all 4's and 5's) will be given priority.

Scores of 21-27 will be considered for approval.

Scores below 20 will be denied.

Note: This rubric is meant to assist in the evaluation of Sabbatical applications consistent with 4.2 of BOG Policy AA-1.

The term "project" is intended to embrace the full range of potential sabbatical-related activities: research, creative, and/or professional development.