

# Sabbatical Handbook

## Sabbatical Plan Guidelines

In order to qualify for a sabbatical leave each eligible faculty member must prepare a Sabbatical Plan which will be reviewed and evaluated by the Sabbatical Review Committee. The general criteria for acceptability is derived from the purpose of the Sabbatical Program which is to provide leave wherein a member of the faculty can enhance his or her value to the University precisely as a faculty person.

The Sabbatical Plan should be prepared according to the following format:

1. Name of faculty member.
2. Academic rank.
3. Program/School/College and Department.
4. Year of original full-time appointment.
5. Home address.
6. Telephone (home, University office, and other).
7. Duration of sabbatical (one academic year or one semester -- please specify which one if possible).
8. The Sabbatical Plan - Description of the scholarly and/or professional activities proposed for the sabbatical period, with an explanation of the benefits anticipated to be derived from the program. It may be helpful to include a non-technical summary (about half a page) of your plan.
9. Specifics of the Sabbatical Plan - Description of the place(s) where the sabbatical work is to be performed, foreseeable contingencies which may affect the plan, and, if any, the anticipated sources and amounts of financial support for the University sabbatical stipend.
10. Summary of previous sabbatical (where applicable). Each sabbatical plan should include a paragraph summarizing the achievements of the previous sabbatical leave (if the applicant has taken a previous sabbatical). This section should reference specific verifiable outcomes such as published papers, new courses, new clinical skills, etc.
11. Any additional information thought to be helpful in understanding the pertinence of the proposed plan. Be sure to include with your plan an up-to-date *Curriculum Vitae*.
12. Review by dean and chair. The committee asks that each plan include a signature line for the dean and chair, to indicate that he/she has reviewed and endorsed the plan. There should also be a section that allows the dean and chair to comment on the plan, should he/she wish.

**NOTE:** It is important that the answer to numbers eight, nine and ten be complete and specific.

Sabbatical plans must be approved by the unit dean or designated representative. Any discrepancy must be worked out within the unit prior to submission to the Office of the Provost. All plans will be collected and reviewed by the unit dean or designated representative. If approved, the unit dean or designated representative will send all submissions with endorsement of approval to the Office of the Provost no later than the 15th of October preceding the academic year in which the sabbatical leave is planned. Submit one (1) copy of the signed Plan and your *Curriculum Vitae* electronically to [Peter.Kovochich@Marquette.edu](mailto:Peter.Kovochich@Marquette.edu) in the Office of the Provost's for each faculty member's submission. Once the Sabbatical Review Committee and the Provost review the submissions, a memorandum will be sent to the unit dean or designated representative with the results. The unit dean or designated representative is responsible for informing the individual faculty members of the results.

Upon return to the University after a sabbatical leave has been completed, a report is due by the following October and must follow proper guidelines.

Revised 10/13

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### EXAMPLES:

#### SABBATICAL PLAN FOR 1990-91 RICHARD A. ABRAMS

1. Dr. Richard A. Abrams
2. Associate Professor
3. Community Health; School of Dentistry
4. 1977
5. 2620 W. Custer Avenue., Apt. 6, Glendale, WI 53209
6. Home: 527-1333 Office: 224-7656
7. One academic year, 1990-91
8. During the period of my proposed sabbatical, I plan to continue and to expand my work with dental projects relating to salivary diagnostic testing. Most of my activity will be in Scandinavia, primarily Sweden.

For the past five years, I have been carrying out research with salivary diagnostic products which can be used to measure, predict, and quantify one's future risk for dental caries. (At present, most dentists are unaware that the possibility exists of being able to predict which persons will, in fact, develop dental caries. Through the use of salivary diagnostic testing procedures, it is becoming possible to determine ahead of time *who* will develop dental caries. This information makes it possible for the dentist to focus his attention on the high risk patient, and make certain that extra

preventive efforts are directed at the high risk patient.) The salivary diagnostic research originated in Scandinavia, and much research has been performed since the late 1970's, both in Finland and Sweden.

In the 1986-87 year, I was the principal investigator on a \$42,000 grant from the Swedish Corporation, Orion Diagnostica, AB (located in Trosa, Sweden) to perform a salivary diagnostic project in the Milwaukee area. The project focused on testing children's caries susceptibility in three schools in the Milwaukee area. The overall goal was to see if it would be possible to lower children's dental caries risk, and we were successful in this endeavor. This project, which has culminated in several publications and presentations at scientific meetings, has laid the groundwork for future research in this new and developing field. The research project which we performed at Marquette University was the first of its type in the United States.

While in Scandinavia, I will be working with Dr. Sune Wikner, who is one of the pioneer researchers working in the salivary diagnostic field. Dr. Wikner has a joint appointment: he is employed by the Public Health Dentistry Division of the Stockholm County Council, and also is a professor at the Royal Karolinska Institute, in Stockholm. I know Dr. Wikner well, and am confident that we can work together while I am in Sweden. He and I will be carrying our epidemiological investigations using salivary diagnostic products.

In addition to working on the salivary diagnostics project, I plan to do some guest lecturing in "Dental Public Health," and "Dentistry in the United States" at the Royal Karolinska Institute Dental School in Stockholm, Sweden, as well as some other institutions. During my previous sabbatical in Sweden in 1983-1984, I was asked to present many guest lectures, and believe that probably I will again during this sabbatical. As with all teaching, when I teach, I also learn. The benefit of this teaching to myself and to Marquette University School of Dentistry is self-evident.

The benefit of salivary diagnostic collaboration with Dr. Wikner is that I will develop more expertise in this new and growing field. Salivary diagnostics have been available for patient use only in the last 5 to 10 years, and still are in the early stages of development. In the United States, it is only within the last year that salivary diagnostic tests have been used, and today, their use is *extremely* limited. In the 1983-84 academic year, I was on a sabbatical to Sweden, which resulted in the personal contacts and background for me to write the grant which was funded. I anticipate that the new knowledge and experience I gain in Scandinavia will assist me in writing new grants and publishing results of projects.

9. At the present time, I anticipate that the majority of the sabbatical will be in Sweden, with additional time in Finland, Denmark, and Norway. It is quite likely that there will be other countries involved in this project, as Dr. Wikner and Orion Diagnostica, AB have been performing epidemiologic investigations with salivary diagnostics throughout the world.

At the present, I am requesting a 12 month, one academic year sabbatical. However, it is entirely possible that these plans will need to be modified, and that this sabbatical could take less time. It is difficult to assess the future status of the School of Dentistry, and changes which may impact on this proposal. If any changes requiring modification of this proposal should surface, I will be in contact with the appropriate individuals at Marquette University and the School of Dentistry.

I will be seeking the financial support for this project from several sources. The National Institutes of Health has limited funds available, and I shall apply for them. The Fulbright Scholarship Program also may be a source of funding; the application and information packets for 1990-91 are not yet available. When they arrive, I will examine them to determine if this proposal could be within their guidelines. In addition, I have been in contact with the Office of Research Support, and they will be a useful resource in locating potential sources of funding for this sabbatical.

10. Attached to this proposal, as requested, is a list of publications.

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## EXAMPLE 2:

### SABBATICAL PLAN

1. **Name:** Robert J. Lueger
2. **Academic Rank:** Associate Professor
3. **College and Department:** Arts and Sciences, Psychology
4. **Year of Original Full-time Appointment:** 1981
5. **Home Address:** 4317 N. Stowell, Shorewood, WI 53211
6. **Telephone:** 332-8003 (home); 288-1688 (office)
7. **Duration of sabbatical:** one academic year
8. **The Sabbatical Plan:** I am planning to conduct two research studies and to write a book during my sabbatical leave.

The book is entitled, *Return to Work: Job Performance Following Psychiatric Medical Leave*. This will be the first comprehensive book on that topic and will be, I hope, of value to clinicians, researchers, and human resources

professionals. The contents of the book will reflect my training and experience as a clinical psychologist, my research in psychotherapy, and my industry experience in human resources administration. (See the proposed Table of Contents on the attached page.)

The two research studies will address issues relevant to the general topic of the book. One study will examine the predictive validity of the Readiness to Return to Work Scale (RRWS), which is a subscale of the newly revised Minnesota Multiphasic Personality Inventory. Specifically, I will examine the RRWS scores of workers treated for alcoholism, depression, and anxiety disorders, and will compare the pre-treatment performance evaluations and post-treatment performance reviews in light of those test scores.

The second research study will survey human resource professionals at Fortune 500 firms, small businesses, and self-employed professionals to ascertain practices, procedures, and policies for reintegrating psychiatrically treated employees. I want to identify how small and large businesses handle referral, medical leave, reintegration and termination issues related to psychiatrically-impaired workers. I will especially focus on the role of employee assistance programs, company medical departments, and professionals such as physicians and psychologists in the referral-treatment-reintegration process.

9. **Specifics of the Sabbatical Plan:** The work on the above mentioned projects will be carried out primarily in the Milwaukee, Madison and Chicago areas. Specifically, I hope to spend time with treatment centers in Madison associated with the University of Wisconsin Medical School (The Center for Affective Psychiatric Disorders and The Anxiety Disorders Center), Milwaukee Psychiatric Hospital, General Electric Medical Systems of Pewaukee, and the Neuropsychology Section of the Medical College of Wisconsin. I am in the process of working with program directors of those centers to line up support for my research projects. I am applying for funds to support the research and writing outlined above. There is one outstanding grant application which Dr. Rita McDonald of the Psychology Department and I have submitted which might alter these plans. Our proposal would train nursing home and individual health care providers who work with elderly people to develop characteristics of psychological hardiness in those elderly clients. If approved, I would delay work on the research projects, in favor of the grant work. We should receive word on the proposed project by early fall, 1989.

**Additional Information:** A list of publications and professional papers is attached. This would be my first sabbatical at Marquette University and would be the first since beginning college teaching 13 years ago. I took an unpaid leave of absence in the 1986-87 academic year to work at First Wisconsin National Bank of Milwaukee. Many of the experiences of that year will be invaluable to the proposed writing and research for this sabbatical.