

THE HUMANITIES INSTITUTE  
THE UNIVERSITY OF TEXAS AT AUSTIN

# Community Sabbatical Research Leave Program

*If academics are eligible for paid sabbaticals to explore new ideas and plan new projects, why shouldn't non-profit staff members have the same opportunity?*

In response to this question, the Humanities Institute and the RGK Center for Philanthropy and Community Service at the University of Texas at Austin are proud to continue the groundbreaking program that supports ongoing research and intellectual work in the Austin non-profit community: the **Community Sabbatical Research Leave Program**.

The **Community Sabbatical Research Leave Program** enables directors and staff members of Central Texas 501(c)3 non-profit organizations to apply to the University for paid flexible leave in order to pursue a question or problem related to their organization and its constituency.

Community Sabbatical grantees will receive a \$2500-\$5000 stipend and are matched with University faculty members with related interests who collaborate on the proposed project. Grantees will also receive a UT EID for access to library materials and databases, will be invited to a regular gathering of Community Sabbatical participants, associated UT faculty, and Humanities Institute Research Associates, and their biography and project description will be posted on the Humanities Institute web site.

Upon completion of the sabbatical, grantees are asked to submit a short report to their organization and the Humanities Institute. The report will reflect knowledge gained, the extent to which goals identified in the sabbatical application have been met, and plans or prospects for implementation.

## **APPLICATIONS FOR THE 2009-10 COMMUNITY SABBATICAL CYCLE ARE DUE BY MAY 29, 2009**

*For more information, please see the attached info and application packet  
or email [community@humanitiesinstitute.utexas.edu](mailto:community@humanitiesinstitute.utexas.edu).*

*If you are an independent scholar or artist not employed by a 501(c)3 organization, you are eligible for participation in the Humanities Institute **Research Associate Program**. More information on this program is available on our website, [www.humanitiesinstitute.utexas.edu](http://www.humanitiesinstitute.utexas.edu)*

## **Community Sabbatical Research Leave Program**

Sponsored by the Humanities Institute and the RGK Center for Philanthropy and  
Community Service

### ***About the Program***

Many non-profit organization staff members and directors suffer from a lack of time to reflect and plan in the face of on-going daily demands. The **Community Sabbatical Research Leave Program** responds to this lack by carving out the time and intellectual space for deeper reflection, research, and discussion about a question or issue that participants are seeking to resolve for their organization and those it serves. In addition, it provides participants with a UT faculty collaborator, a circle of interested UT researchers, and access to the University's resources.

### ***Sabbatical Benefits***

The collaboration between individuals from non-profit organizations and UT faculty members with related research interests is the heart of the **Community Sabbatical Research Leave Program**. This collaboration is centered on the project proposed by the non-profit partner in his or her **Community Sabbatical** application.

Once accepted to the program, **Community Sabbatical** grantees will receive:

1. a stipend (\$5000 for a 160-hour sabbatical or \$2500 for an 80-hour sabbatical)
2. access to up to two UT faculty partners. One faculty member will be assigned as the grantee's primary collaborator.
3. a UT EID, providing access to library materials and databases
4. a personalized orientation to the university, highlighting resources relevant to the grantee's interests
5. invitation to regular lunch or happy hour presentations featuring discussions with other sabbatical grantees, faculty consultants, and Humanities Institute Research Associates
6. a listing of each sabbatical grantee's bio and project description on the Humanities Institute web site

**Community Sabbatical** grantees will be responsible for:

1. proposing and maintaining a viable plan for using the sabbatical hours
2. completing all necessary documents for payment (final acceptance into the program will not occur until the sabbatical plan and financial forms are submitted)
3. communicating regularly with faculty partners about the sabbatical project
4. keeping a log of time spent working on the sabbatical project
5. presenting a work-in-progress talk to other grantees, Research Associates, faculty consultants, University personnel, and interested colleagues
6. producing a brief written report upon completion of the sabbatical term. The report will reflect knowledge gained, the extent to which goals identified in the sabbatical application have been met, and plans or prospects for implementation.
7. completing the sabbatical within the scheduled calendar
8. participating in an exit interview and follow-up evaluations

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### ***Sabbatical Scheduling***

Sabbatical applicants can apply for a 160-hour or an 80-hour commitment. Both sabbatical time periods can be organized flexibly based on the demands of your organization and on the nature of your sabbatical project. Because this grant is for leave time to enhance your work, your organization must submit a plan for covering your duties while you are on sabbatical along with your application.

Creating a sabbatical schedule and sticking with it can be challenging when other responsibilities at work demand much of your time. To aid you in prioritizing the time spent on your sabbatical project, we offer models that have proved successful in the past. Please select the model that will work best for you and your organization:

**Potential 160-hour models:** A one-month intensive sabbatical, with the grantee spending four continuous weeks in pursuit of the sabbatical project OR one week a month spread over four months OR two 8-hour days a week for ten weeks.

**Potential 80-hour models include:** A two-week intensive sabbatical, with the grantee spending two continuous weeks in pursuit of the sabbatical project OR one week a month spread over two months OR two 8-hour days a week for five weeks.

### ***Stipend Distribution and Use***

The sabbatical stipend will be paid directly to the sabbatical grantee. However, the Community Sabbatical program is intended to build the capacity of participating non-profit organizations as well as provide valuable planning and research time to grantees. For this reason, we recommend that grantees make financial arrangements with their Executive Directors and/or Board Chairs in order to divert some sabbatical money to the organization itself. Potential arrangements include: the organization channels the grantee's normal salary for the sabbatical period toward other organizational purposes; or the grantee donates some or all of the award to the organization. Grantees will be asked to submit a simple, non-binding worksheet to the Humanities Institute outlining their financial arrangement.

### ***Eligibility***

Community Sabbatical grantees must be paid Executive Directors or staff members of non-profit organizations in the Austin area. The attached application includes a letter of support that must be signed by the Director or Board Chair of the applicant's organization.

### ***Applying to the Sabbatical Program***

The deadline to submit Community Sabbatical applications for 2009 is **Friday, May 29, 2009**. Projects that are accepted may *begin* between August 2009 and January 2010 and must be completed by May 15, 2010. The Community Sabbatical Advisory Council will review applications and will select nominees based on the written application materials. Final selections will be determined by personal interviews and by the availability of a suitable faculty match for the proposed project. In addition to project viability, applications will be evaluated for demonstrated scope and impact. **Successfully completed applications will identify a clearly defined question or issue that participants will pursue during the course of the sabbatical and will explain how that question or issue is relevant to the participating non-profit's constituents.**

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The completed application packet, **including a current résumé**, should be mailed to:

**Humanities Institute  
The University of Texas at Austin  
HRC Suite 3.356, Mail F1900  
P.O. Box 7219  
Austin, TX 78713-7219**

**Applications may also be faxed to (512) 475-9107 or emailed to  
[community@humanitiesinstitute.utexas.edu](mailto:community@humanitiesinstitute.utexas.edu).**

Please contact Program Coordinator Gretchen Voter Abbott at (512) 471-2654 or  
[community@humanitiesinstitute.utexas.edu](mailto:community@humanitiesinstitute.utexas.edu) with any questions about the program or the  
application.

## **Community Sabbatical Research Leave Program Advisory Council**

Fred Butler, Community Action Network  
Evan Carton, Humanities Institute  
Tommy Darwin, Professional Development and Community Engagement Program  
Deborah Edward, Psychology without Borders  
Sylvia Gale, Humanities Institute  
Alyssa Harad, freelance writer  
Anna Land, Heart House  
Lindsey Schell, UT Austin Libraries  
Ana Sisnet, Austin Free-Net  
Chris Strickling, Actual Lives Performance Project

## **Current and Previous Community Sabbatical Grantees**

### *2008-9*

Catherine Lee Doar, Austin Habitat for Humanity  
Rebecca Jones, Austin Children's Museum  
Jennifer Peters, CapitalIDEA

### *2007-8*

Robin Bradford, Foundation Communities  
Stephanie Jarvis, French Legation Museum  
Brian Radley, Breakthrough Austin

### *2006-7*

Julian Huerta, Foundation Communities  
Lana Lesley, Rude Mechs Theatre Collective  
Gail Rice, SafePlace





**Project and Leave Time Approval and Benefit-Sharing Certification**

**This page of the application for a Community Sabbatical Research Leave must be read, completed, and signed by the sabbatical applicant and by the Executive Director (or Board Chair, if the applicant is the organization director) of the non-profit organization by which the applicant is employed.**

I. Community Sabbatical Goals:

It is understood by the applicant and by the executive director of the applicant's non-profit organization that the purpose of the Community Sabbatical Research Leave Program is to provide full-time staff members of Central Texas non-profit community service organizations with paid flexible leave time to research an issue or develop a new program or service related to their organization and its constituency. By signing this form, the applicant and the applicant's supervisor certify that they have discussed the research or development project that is proposed in this application and agree that the sabbatical project is an appropriate and valuable one that is likely to benefit both the applicant and the organization and its constituency.

II. Financial Benefit-Sharing:

It is understood by the applicant and by the executive director of the applicant's organization that state restrictions prevent the University of Texas from awarding a grant payment to a community non-profit organization. Accordingly, individual recipients of the Community Sabbatical grant will be paid directly by the University of Texas in the amount of \$5000 for a 160-hour sabbatical or \$2500 for an 80-hour sabbatical. The purpose of the grant, however, is to compensate the non-profit employee for the release time spent on his/her research or planning project, and thereby to relieve the grantee's employer of this expense. For this reason, the Community Sabbatical Research Leave Program sponsors recommend that grantees make mutually satisfactory arrangements with their Executive Directors and/or Board Chairs to share the sabbatical's financial award between the grantee and his/her organization. (Some suggested arrangements are outlined in the Community Sabbatical application instructions.) By signing this form, the applicant and the applicant's executive director certify that they have agreed on a mutually satisfactory plan for sharing the financial benefits of the sabbatical.

III. Leave Time Approval:

It is understood by the applicant and by the executive director of the applicant's organization that recipients of a community sabbatical are expected to commit 80 or 160 hours to their project. This time, to be spent in independent research and in consultation and collaboration with the UT-based co-investigators on the sabbatical project, is to be scheduled during regular business hours and taken as flexible leave time from the grantee's employing organization. This time may be spent away from the administrative offices of the organization or, if the office is the most suitable location for the completion of the project, the applicant will be excused from daily administrative tasks during scheduled sabbatical hours. By signing this form, the applicant and the applicant's executive director certify that they have reviewed and agreed on the length and schedule outline of the sabbatical that the applicant has proposed, and that accommodations have been made to cover the applicant's other responsibilities during his/her sabbatical leave time. ***Please attach an outline or statement of these accommodations to this form.***

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Applicant's Signature & Date

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Director's Signature & Date