Cohort Guidelines
Sabbatical Faculty Fellows

Congratulations on being awarded a full-year sabbatical fellowship!

One of the central aims of the program is to foster fellowship and community across the disciplines, both within the cohort group and across the university. To help support this aim, and as part of the fellowship, the cohort is asked to do the following:

*In the semester before the fellowship begins, the three members of the cohort should meet on or before May 1st to introduce their projects to each other and to explain their plans and goals for the year. In this meeting, and potentially in follow-up meetings, the cohort should develop a plan for gathering regularly (at least once a month) during the sabbatical term. As individual fellows may be pursuing work on campus or in places far from campus, the cohort will need to establish the best way to stay in regular contact for their particular group; meetings may be in person or virtual. It may be helpful to elect a cohort chair to send reminders and keep track of expenditures related to in-person meetings. Once the cohort has decided on a plan, they should send a written summary of the plan and a schedule to the Sabbatical Fellowship Committee by May 15th (plans may be emailed to the Associate Dean of Division II, Dan Palazzolo, dpalazzo@richmond.edu, for distribution).

*During the fellowship period, the cohort should pursue their plan, meeting at least monthly to share knowledge, exchange ideas, and offer encouragement and updates on progress.

*In the interest of validating the importance and progress of the cohort’s work, the cohort should submit a midterm report by the first week of January. The report should describe the experience of the first half of the cohort year and comment on how the group perceives the value and importance of the cohort, which, of course, is a distinctive aspect of the fellows program.

*Since the future of the program will depend on both the accomplishments achieved by the individual faculty fellows and the success of the cohort as a means of community building, at the end of the sabbatical leave, the committee would like two reports. First, the committee would welcome the opportunity to review the sabbatical report that each individual submits to the department chair (and Dean) at the end of the sabbatical. In the individual report, please include a statement of the progress made during the sabbatical and the difference made by the additional semester of sabbatical leave. Second, by August 31st, the group should also submit a cohort report that describes how the cohort worked together, how each individual benefitted from the cohort, and the cohort’s detailed proposal and budget for presenting their work to the larger A&S community (see description below).

*All reports should be sent to the Committee through the Associate Dean of Division II, Dan Palazzolo, via email: dpalazzo@richmond.edu.

*In the semester following the fellowship, the cohort should share their research with the larger university community in a public forum. It will be up to the cohort to establish the best method in a given year. The cohort might decide to have a public lecture; it might work on a series of individual podcasts; it might have a forum where fellows explain each other’s work; it might decide to present work individually (with support from the other two), or it might find another method.
To support in-person meetings of the cohort during the fellowship, the Dean’s Office will provide a budget to pay for meals. The Dean will also supply a budget to support the public forum aspect of the fellowship.

Updated and approved by the Ad Hoc Committee on Sabbatical Fellowships and Sabbatical Policy, September 13, 2019.