

GUIDANCE FROM THE RESEARCH COMMITTEE FOR PREPARING YOUR SABBATICAL APPLICATION

The Committee members look for a well defined plan that is built around the stated sabbatical guidelines. Members expect proposals to be succinct, well presented and carefully thought out with details provided that support the plan and demonstrate that it is worthwhile and doable. They also look carefully at the proposed outcomes. Here are some suggestions to help you prepare a successful proposal

Type of Project

Develop a **research project** that has definable parameters. Select a project that can be completed during the period of the sabbatical leave if possible. The expected outcome of a research project is submission to a peer reviewed medium.

If you prefer to work on a **curricular project**, the project should fill a demonstrated departmental curricular need outside the norm of what faculty members, including the chair, are expected to do in the course of performing their regular duties. The project should be concrete and well defined. The applicant must demonstrate the potential significance of the project to the enhancement of the curriculum. Normally, proposals to develop or revise a single course are not sufficient to merit a sabbatical leave.

Preparation of the Proposal

You should present a **summary** of the project first. Do this in non-technical English. Explain what you want to do and why it is important. Keep this to a page or less.

In the **body of the proposal** focus on precisely what the project is, why the project is important, who it will benefit, why you want to do it, and where you will seek publication (if applicable). If you propose a curricular project, make sure you discuss concretely the reasons it is needed and the impact the project will have on educating students. Specify any other impact. Note what has changed in the field to make your project needed and indicate why doing this project falls outside of the normal responsibilities of a faculty member or chair. Show how it fits into the curriculum.

Include a **research plan** (for a research project) **or action plan** (for a curricular project) detailing what you will do to achieve your goal. Be specific in your description, noting places you need to visit, resources you need to consult, or people you need to interview.

Indicate how the completion of this project will **benefit** you and/or your department and the University.