

## Guidance for the sabbatical proposal

This guidance is designed to supplement the existing sabbatical leave of absence policies and procedures agreement. Although not policy, it describes the expectations for sabbatical proposals and should be considered as you reflect on your sabbatical plans. This guidance and other documents related to faculty milestones can be found on the Academic Affairs Faculty Resources webpage at <https://www.sru.edu/offices/academic-affairs/faculty-resources>.

The sabbatical proposal should illustrate your plan for your sabbatical. Since it will be evaluated by a variety of readers including Faculty serving on the University-wide Tenure and Sabbatical Committee (UWTS) as well as your department colleagues and Department Chair, your Dean, and the Provost, you should create a document that is clear and can be easily understood by people who will review your proposal from outside your field. You should ask a colleague or your Department Chair for feedback on your draft before your final submission. Your proposal should analyze why and how for each sabbatical activity, not simply your plans.

### **Planning for your sabbatical:**

As you plan your sabbatical, you should discuss your ideas as early as possible with your Department Chair. A sabbatical is an individual benefit, but since you are also part of a team, your leave can have important implications for your department. In addition to speaking with your Chair, you may want to confer with other colleagues in your department or from around campus about strategies for developing a strong project. Your colleagues may be able to help you plan for a successful experience and avoid potential pitfalls. The APSCUF Mentoring Committee is also a resource.

### **Proposal content:**

Sabbatical proposals must be complete, explain the plan, procedures, and anticipated benefits of your proposed leave, and include appropriate supporting documentation. Why are you requesting the particular time period for your sabbatical? Will your project be completed during the sabbatical leave or, if not, do you have a solid plan for follow-up work after your leave is completed? What arrangements are underway for publications, performances, exhibitions, or other application of your sabbatical product?

Address the following areas as appropriate and include a general timeline for your project development. In addition, UWTS will expect you to address: (1) expected benefit to the university community; (2) expected professional growth; and (3) expected personal growth. Finally, plan to explain how your project will require the full amount of your requested leave.

### **Sections for your sabbatical proposal**

As you consider your proposal, you should address these sections. Although you may incorporate them into one narrative, adding specific sections will be helpful to the reader.

**Title and background:** *List working title for your sabbatical project. How did you choose this project? Assess the need for this work.*

**Plan and objectives:** *Describe your project and planned activities. List the objectives for your project. What do you hope to accomplish? How will you go about meeting your objectives? If this work is related to previous research for you, please describe that research and how this project extends it. Are you collaborating with others? If so, what is the nature of that collaboration?*

**Anticipated benefits of your proposed sabbatical leave:** *Explain how your project will improve your teaching, service, and/or scholarship and professional development, particularly as related to your work at SRU. If you are a teaching faculty member, how can you use your project to develop your pedagogical approach? How will your project help you develop new approaches to your professional responsibilities? What arrangements are underway for publications, performances, exhibitions, or other application of your sabbatical product? What personal growth may occur?*

**Timeline:** *Explain your timeline and why your project needs to be completed at this time (e.g., because of a partnership with an outside agency). Describe how your project will use the full amount of your requested leave. If your project cannot be or is not completed during your sabbatical leave, what are your plans for follow-up work after your leave is completed?*

**Work product and evidence:** *Describe the work product you will have at the end of your sabbatical leave, which may be a report, manuscript, performance, artwork, book, certification, degree completion, or other outcome. How will you share that product with your SRU colleagues? Possible evidence depends on the nature and content of your proposal, but may include a detailed timeline, academic transcripts, course plans and advisor support for continued study, recommendation letters from field colleagues or partnership agencies, book or manuscript acceptance letters, book or manuscript outline, exhibit or performance contracts, agency support letters, travel itinerary and schedule, reference list or anticipated bibliography.*