

**GUIDELINES
FOR THE SUBMISSION OF
PROPOSALS FOR SABBATICAL LEAVES**

The Proposal:

Each proposal should include a clear and detailed statement of the intent of the proposal, including the proposed objectives, the anticipated time frame for achieving those objectives and the expected outcomes of the project. Proposals should also address the probable value of the project to the faculty member's professional development, the College, and the students.

Additional Documents to Accompany the Proposal: (Checklist)

- _____ Current Curriculum Vitae
- _____ Supporting Documents Related to Proposal (if applicable)
- _____ Report from Last Sabbatical or Other Leave (if applicable)
- _____ Recommendation from Department Chair, Dean, or Director
- _____ Form G
- _____ Cover Sheet for Sabbatical Leave Applications

Criteria for Evaluation of the Proposal:

1. Clarity of presentation of the proposed objectives, the schedule to achieve the stated objectives, and the expected outcomes. (Be particularly conscious of the fact that persons outside of your discipline will be reading the proposal and that each of the three preceding items should be specifically addressed.)
2. Potential contribution of the completed project to contribute to a.) increased teaching effectiveness by the applicant and/or b.) enhancement of the professional stature or effectiveness of the applicant through research, scholarship, or creative activity.
3. The necessity (physical location and mental) for an extended leave to accomplish the proposed objectives as opposed to projects which could be accomplished during summer sessions.
4. Evidence of productivity during prior leaves and/or evidence of ongoing research, scholarly and/or creative activity (for those who have not yet taken a leave).