GUIDANCE FROM THE RESEARCH COMMITTEE ON 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 is both worthwhile and doable. They also look carefully at the proposed outcomes. To meet Committee expectations here are some suggestions.

**Type of Project**

Develop a research project that has definable parameters. Perhaps the best idea in this connection is to select a project that can be completed during the period of the sabbatical leave. In the case of a research project, the expected outcome is submission to a peer reviewed medium.

If you prefer to work on a curricular project, then the project must be something that fills a departmental curricular need, though this need must be 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. It must make a significant contribution to the enhancing of the curriculum.

**Preparation of the Proposal**

You should present a summary of the project first. Do this in non-technical English and make plain right up front what you want to do and why it is important, why it is a contribution, etc. 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 do a proposal for a curricular project, make sure you discuss concretely the reasons it is needed and the impact the project will have on educating students for the major, minor and in general. 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 in order to achieve your goal. Be specific in your description, noting places you need to visit, resources you need to consult, people you need to interview, etc.

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