

New Sabbatical Proposal Format (effective Fall 2022)

Document format:

12-point font; 1-inch margins; double-spaced; non-sexist language consistent with leading style guides. Please include your full name, department, and requested sabbatical term(s) on the first page of your proposal and any appendices uploaded as separate documents.

Proposal sections:

Part I: Proposal Title

Part II: Abstract (150 words max.)

Part III: Proposal body (10 pages maximum)

1. Sabbatical Objectives:
 - a. Explain what the applicant is proposing to accomplish during the sabbatical leave.
2. Background and Significance of Proposed Sabbatical Activities:
 - a. Provide a detailed background and descriptive narrative of proposed activities to be undertaken during the sabbatical leave, including the scope and nature of the project and methods to be used;
 - b. Explain how these activities are appropriate per sabbatical guidelines (see *Sabbatical Leave Policy* section 5.1 “Appropriateness”); and
 - c. Explain the significance of these activities.
3. Benefit of Proposed Sabbatical:
 - a. Describe the benefits of the proposed sabbatical per sabbatical guidelines (see *Sabbatical Leave Policy* section 5.2 “Benefit”).
4. Practicability of Proposed Activities:
 - a. Explain specifically how the proposed activities will be achieved during the sabbatical leave (see *Sabbatical Leave Policy* section 5.3 “Practicability”) (e.g., outline preparatory work, timelines, etc.);
 - b. If your project involves the use of humans or other animals as subjects, submit your project to the appropriate level of review by the campus Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) and provide a copy of the review to the Office of Research, Innovation, and Economic Development (ORIED) prior to the start of your sabbatical. See *Sabbatical Leave Policy* section 5.3.1-5.3.2 for further information.
5. Workload

- a. Please explain in detail why the proposed activities are of a sufficient scope or nature that they cannot be undertaken during normal workload assignment (see Sabbatical Leave Policy section 5.1 “Appropriateness”).

Part IV: Date of your last sabbatical/difference-in-pay leave (if applicable)

Part V: Appendices (if applicable; no length limit; not counted as part of proposal body)

1. Examples of appropriate documents to include in appendices:
 - a. Bibliography/works cited, tables, graphs, or other illustrative material supporting the narrative;
 - b. Invitation letters to guest teach at a university;
 - c. Book contract;
 - d. Letter(s) confirming applicant has been awarded a grant or funding;
 - e. Letter(s) from scholars with whom the applicant is collaborating on a project;
 - f. Contingency plan (for those sabbaticals that are contingent on an event such as travel, getting a grant, external funding, acceptance into a program, etc.);
 - i. If your proposed activities involve any travel, you must provide a contingency plan for the travel in the event of disruptions caused by natural disasters, pandemic, etc.
 - ii. Contingency plan can be a portion of the original proposal or entirely new proposal formatted similar to original proposal.
2. Examples of documents **not** to include in appendices:
 - a. Manuscripts, lengthy reports, book chapters or other work in progress;
 - b. CV/résumé;
 - c. General recommendation letters.

Revised 5/13/16; 4/4/18; 4/26/18; 8/21/19; 12/8/20; 12/20/21 GIP