

Guidelines for a Successful Sabbatical Proposal

- Write a clear narrative explaining the project you are proposing, including details, specific plans, timelines, outlines of writing projects, etc. If there is a particular time urgency to the project (a collaboration opportunity, timing on a grant proposal, a book contract), please include this information.
- The project narrative should be written in such a way that the project itself, and the significance of the project, are clear to readers with a wide range of disciplinary backgrounds.
- Include a section of the narrative that covers service since the last sabbatical.
- Submit a current CV, highlighting scholarship and service since the last sabbatical.
- If you are not granted a sabbatical, you are always welcome to request feedback from the committee. This will help you to strengthen your proposal in the next cycle. If you simply resubmit the same proposal in subsequent years, your “years since last sabbatical” score will improve, but your “merit” and “service” will not.
- Sabbaticals are intended for work that is beyond the scope of activities a faculty member normally engages in during the school year, as expressed in CBA 27.1: “A sabbatical leave is for the purpose of enhancing the University educational environment and facilitating the professional development of eligible faculty unit employees by affording opportunities for sustained focus on research, scholarly, and creative activity, instructional improvement or professional currency.”

For Department Chairs applying for a sabbatical:

- When the applicant is a Department Chair, they will also, as Chair, provide a written statement of the impact on the Department of the sabbatical. The SSU Sabbatical Policy states: “The Department Chair shall forward the proposal along with a written statement to the Dean of the School or Library regarding possible effects on the curriculum and operation of the department should the sabbatical be granted. (CBA 27.6)” This is a straightforward factual statement, not an evaluative document.

Excerpt from URTPS Sabbatical Guidelines