Sabbatical Leave Applications: Tips for Writing an Effective Application

These tips supplement the guidelines in the ACE contract and in the Sabbatical Leave Application Guidelines. Please read those documents carefully before completing your application.

- In general, your proposal must be relevant to your primary assigned faculty responsibilities. Make sure that the relevance is clear in your proposal. In addition, it should be clear to the committee that the amount of work you propose to do is commensurate with the length of the sabbatical leave for which you have applied. Finally, in response to the question in section IIIB—"What products and/or documentation will you include in your compliance report to demonstrate that the project has been completed successfully?"—make sure that you list specific products and/or documentation that will be sufficient to demonstrate fully to the committee that you have done what you said you would do.

- Study: any courses you plan to take must be taken at regionally accredited educational institutions. You should provide a statement from the institution that you have been accepted into the program or course of studies. You should also provide a list of the specific courses you plan to take (include official course descriptions—these can be placed in an appendix), along with a list of alternate courses in case the first-choice courses are not available for some reason during your sabbatical leave. And you should, of course, explain the relevance of the courses to the purpose of your application. Note that your compliance report will need to include official transcripts and that the courses on those transcripts must match the courses listed on the application.

- Work Experience: include in an appendix an official, signed statement from the employer specifying that you have already been offered the work experience position, the number of hours you will work, the duties you will perform, and the level of compensation you will receive (e.g., no compensation). Of course, you must show in your application that those duties are clearly related to your faculty responsibilities. Note: when completing section IIIB of the application, make sure you state that your compliance report will include an official, signed statement from the employer verifying the hours you actually worked, the duties or activities you performed, and the level of compensation you received.

- Scholarly Activities: these should result in the creation of an original product.

- If you are proposing a combination proposal (e.g., part work experience, part scholarly activity), make sure that the hours are clearly broken down for each category of the proposal.

- If your application includes a number of activities, include the estimated hours of work required for each major activity and a description of each major activity.

- If you propose to write a report, specify the minimum length (e.g. number of double-spaced or single-spaced pages), and include an outline of the main content areas of the report.

- If you are claiming that your proposal will contribute to departmental/division goals, supply letters of support from the relevant people. These can be placed in an appendix.

- Note: if your application is approved and during your sabbatical leave you wish to change specific aspects of it (e.g., if the courses you have planned to take are not available, you want to shift the focus of your research, or you want to change some of the duties associated with a work experience position), you may do so, but you must apply for and receive approval from the committee for the change *before* making the change. The application for such a change must provide convincing justification for the change, and the change must, of course, be aligned with the purpose and plan of your original proposal. The application for such a change will be evaluated by the committee using the standard criteria used for all applications and will not be automatically approved. Making such a change without committee approval may result in the compliance report not being approved.