

**OUTLINE FOR A  
SABBATICAL / DIFFERENCE IN PAY  
PROPOSAL**

**(See APM 361: Policy on Faculty Leaves of Absence)**

**Section 1. The Proposal**

Describe your proposal including the semester(s) you plan to be on paid leave by

- (a) providing a summary statement outlining the objectives / goals of the leave
- (b) demonstrating that this is a well-conceived program illustrating, where possible, preliminary arrangements, contacts, research, etc.;
- (c) providing the detailed procedures by which the objectives are to be accomplished; and
- (d) demonstrating that the proposed activity cannot be accomplished in less than the leave time, but can be completed in the time requested.
- (e) Detail any planned travel and explain how the travel will lead to a definite professional objective.

**Section 2. Benefits to you as a faculty member**

Proposals shall demonstrate how one or more of the following objectives will be met by the proposed sabbatical or difference in pay leave and therefore benefit you as a faculty member

- (a) Explain how the proposed leave will lead to a greater command of subject matter;
- (b) Explain how this study will accomplish a shift in areas of academic emphasis of the faculty member;
- (c) Explain how the proposed leave will lead to improved organization of curricula;
- (d) Explain how the proposed leave might lead to a command of advanced methods of teaching;
- (e) Explain how the proposed leave might lead to creative activities in one's field or in a closely related field; and

**Section 3. Benefit to the university**

Briefly describe how the leave will be of benefit to the department, college/school and/or university;

**Section 4. Previous Leaves**

A copy of the report from the last sabbatical or difference in pay leave, if any, shall be attached to the proposal.

(Attach a copy of the Sabbatical / Difference in Pay Application Form)