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)