



## Sabbatical Proposal Form

*To the Candidate:*

*This form needs to be forwarded to the Office of Academic Affairs as the cover sheet of your formal proposal on or before September 15.*

*All parts of this form need to be completed.*

**Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**College/School:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of original appointment:** \_\_\_\_\_

**Date of application:** \_\_\_\_\_ **Date of last sabbatical:** \_\_\_\_\_

**Semester(s) and year(s) for which you are applying:** \_\_\_\_\_  
(Semester(s)) (Year(s))

# Sabbatical Proposal Application Form

This application is designed for the sabbatical committee to understand the scope and depth of your sabbatical project. As you write your proposal, keep in mind that the sabbatical committee audience may be unfamiliar with your discipline. To that end, please err on the side of elaboration. If you are conducting a research project, please use standard research language when writing up your abstract.

## 1. Abstract (50-100 words)

Provide a concise abstract of your sabbatical proposal, include in this section:

- (a) a clear purpose of the project (s).
- (b) a detailed description of the project (s).
- (c) anticipated findings and implications.

## 2 Description

In order to determine the importance of your work, please describe the project in detail. Include in this section:

- (a) a description of the approach and/or methodology you will apply (e.g. subjects, design, procedure, selection process).
- (b) a statement about how your project adheres or contributes to current knowledge or work in the field (include a short bibliography of similar work done in the field).

## 3 Relevance

To determine the benefits of your sabbatical project, include information concerning:

- (a) the specific impact on your own teaching and learning.
- (b) the specific impact on the institution.

## 4 Outcomes

Finally, please provide a clear statement of the outcome(s) of the project(s). Include information on the end product of the sabbatical. (e.g. article(s), book(s), artistic creation(s) or material(s) within your discipline for purposes of future publication(s), performance(s), exhibition(s) or curriculum or programmatic development). Would you be willing to share your Sabbatical experience with the RWU community.

Please Note: Faculty are not allowed to hold full-time jobs during a Sabbatical without the approval of the Chief Academic Officer.