Sabbatical Proposal Directions

Proposal Format: a sabbatical proposal is similar to a grant proposal. To be eligible for consideration, please address the following categories in no more than three (3) pages.

1. **Abstract** (150 words may be published on the website)
   Describe what you are doing and why it is important.

2. **Purpose of the Project**
   Explain how the sabbatical project is rigorous and contributes to your personal growth as a teacher and scholar in relation to your professional development.

3. **Personal Qualifications**
   Indicate that you have the recent education, skills, experience, personal interest, and professional activities to complete the project.

4. **Execution of the Sabbatical**
   Explain how the plan puts in place the appropriate means and resources (including additional sources of revenue) to complete the proposed project in the time frame requested. Provide both a description of preplanning that may include correspondence with collaborators and/or official descriptions of programs, workshops or courses (include supporting documents in the appendices), and a timeline including pre, actual, and post sabbatical activities showing your plan to accomplish the objectives to achieve your goal(s).

5. **Expected Outcomes**
   Explain how the outcomes of the sabbatical will support your expected professional growth and achieve significant professional impact to students, department, college mission and strategic goals.

Proposal Evaluation: Proposals will be evaluated and prioritized for funding based on the strength of his/her application. In all cases, department chairs and deans will prioritize requests to ensure maintenance of support for sufficient class offerings and other strategic programmatic and institutional initiatives. In addition, the deans and I will prioritize sabbatical requests based on the following criteria:

1. **Evaluation of the Proposed Sabbatical** (see Sabbatical Proposal Evaluation Worksheet).

2. **Departmental Support**. A letter of support from the appropriate Department Chair including a description of how the department will cover the courses, student advising, and/or other duties that are the responsibility of the faculty proposing the sabbatical. Department Chairs may use the Sabbatical Proposal Evaluations Worksheet to rate proposals to send forward to the deans if desired.

Be sure to attach the Sabbatical Application Cover Sheet with your signature and submit it to your department chairperson by the announced deadline in the department. Proposals are due in the dean's office on **December 1**.

If you have any questions about sabbatical leaves or the sabbatical proposal submittal or evaluation process, please contact your dean.

Sabbatical Application Cover Sheet

Date:_____

Name:_____ Rank:_____

Dept.:_____ Appt. Date:_____

Previous leaves: Type: Date:

                                _____   _____

                                _____   _____

                                _____   _____

Proposed Leave: _____ Fall semester; _____ Spring semester; _____ Full Year

Project Title: _____

Project abstract (no more than 150 words):

I agree to abide by the policies of the *SUNY Board of Trustees* and SUNY Oswego (link from: http://www.oswego.edu/administration/provost/policies.htm), including returning to campus for one year following my sabbatical and submitting a report of my accomplishments by the end of the first semester of my return.

Applicant signature _____ Date _____

Department Chair Recommendation: _____ support; _____ deny; _____priority.
Please forward proposal with sabbatical request; must attach a brief description of how applicant's duties (teaching, advising, service, etc.) will be covered.

Dept. Chairperson's signature _____ Date _____

Dean's Recommendation: _____support; _____deny; _____priority.

Dean's signature _____ Date _____

Final Recommendation:

Provost's signature _____Date _____

Sabbatical Proposal Evaluation Worksheet
To be completed by Dean and submitted to Provost

Application Submitted by: _____

Department: _____

Title: _____ **Number of semesters:** _____

Semester and year of last sabbatical leave _____

Reviewed by: _____ **Date reviewed:** _____

Use the following criteria to guide your evaluation. Enter the points assigned for each section in the right column.

1. Abstract (150 words, not scored, may be published on the website).	
2. Purpose of the Project (30 points maximum)	Points (0-30)
A. Goals are clearly stated – what the sabbatical will accomplish (15 points) B. For each goal above, there are clearly articulated objectives/action steps to achieve the goal(s) (15 points) <u>Comments:</u>	
3. Personal qualifications (15 points maximum)	Points (0-15)
A. Brief summary of qualifications relevant to proposal includes experience, professional activities, personal interests and other areas of continuing growth <u>Comments:</u>	
4. Execution of the Sabbatical (25 points maximum)	Points (0-25)
A. Timeline: includes pre-, actual and post-sabbatical activities that clearly demonstrate the plan to accomplish the objectives that will achieve the stated goals. Matches stated objectives and includes specific activities. Shows organization and planning (20 points) B. Documentation: examples include contacts made, proof of acceptance, letters of support, additional sources of revenue, statement of cooperation, if applicable (5 points) <u>Comments:</u>	
5. Expected Outcomes (30 points maximum)	Points (0-30)
A. Clearly articulates the significant professional outcomes using the college's strategic plan (Tomorrow) as a guide. Specific impacts and drivers are identified. (20 points) B. Expected professional growth: clearly resulting from achieving stated objectives. (10 points) <u>Comments:</u>	
TOTAL POINTS	