

# UNIVERSITY HANDBOOK

## 307 SABBATICAL AND DIFFERENCE IN PAY LEAVE POLICIES

### **307.2 Procedures for Preparation of Sabbatical Leave Application**

The applicant shall inform his/her chair and school dean of the application for sabbatical leave and the proposed dates of absence. The application for sabbatical leave shall be evaluated by the Honors and Awards Committee (FHAC) in accordance with the established criteria and must contain the following information:

a. Proposed Project

1. The proposed project shall be one or both of the following:
  - a) A project of high quality and importance. This includes, but is not limited to, original research, a creative project, or the development of new academic skills;
  - b) A study or travel of a kind and in an amount that will improve and update the applicant's professional capabilities. If the emphasis is a study, it must be related to the University's curriculum or to the applicant's professional development. If travel is part of the plan, its usefulness and necessity must be clearly presented.
2. A clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
3. The inclusive dates requested for the leave and, where appropriate, a timetable for the implementation of the proposal.
4. If relevant, the location(s) where the project will be conducted.

b. Professional Productivity and Preparation

1. A current vita containing evidence, where appropriate, of relevant education or research in the field of the proposed project, publications, or other professional accomplishments in the field of specialization.
2. Where appropriate, what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personal contacts, and tentative facility arrangements.

c. Benefits to the University (in at least one of the following):

1. The tangible results to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
2. Benefits of the proposed project to the applicant as a teacher and benefits to students.