

Recommendations for Future Sabbatical Applications (2019-2020):

1. If the applicant's work plan includes writing a book, please include a timeline for completion or a book contract.
2. Applicants should include an implementation schedule for their project in the work plan/proposal.
3. It is in the benefit of the applicant to be as specific as possible as committee members may not come from their discipline or be familiar with practices in that field.
4. Applicants should have a broader scope and explain how their expertise will be improved on and how their project will benefit their field as a whole as well as the institution– the benefit of the project should not be solely to the individual.
5. The proposal should be explained in terms of feasibility and expected outcomes where applicable.