

MEMORANDUM

TO: Office of the Provost

FROM: Sabbatical Leave Committee 2017-2018

RE: Sabbatical Leave Committee's Recommendations for Future Applications and Process

DATE: February 23, 2018

For successful applications:

1. Applicant should follow directions carefully. Application needs to be complete with form, work plan, and curriculum vitae (CV).
2. The "detailed work plan" required should not repeat what was stated in the application when the applicant answered the specific questions related to the sabbatical application.
3. The timeline needs to be specific for the semester(s) requested. E.g., if an applicant's first choice is 2 semesters and the person indicates (s)he will be a visiting scholar and the second choice is 1 semester, how will a visiting scholar be accommodated in 1 semester vs 2 semesters.
4. Realistic goals must be feasible in the timeframe for either one or two semesters.
5. Position/rank in the university does not guarantee sabbatical. It is the quality of the application.
6. Work plan should be clear, concise, well written, and understandable with no jargon.