

Guide to a successful Sabbaticals Leave application:

Pay attention to the ranking options:

- If a candidate ranks all possible awards, they will have a higher chance of receiving a competitive sabbatical. If they do not rank all types of sabbaticals, then the award goes to another candidate who does. For example, candidate B has a one sabbatical full pay as their 1st preference and two semesters, two thirds pay as their second preference while candidate A only has one semester full pay as their only preference. If the committee has already allocated all the one semester sabbaticals, even if candidate B ranks lower than candidate A, candidate B will be given the two semester, two-thirds pay sabbatical because they ranked that as an option.

Contents of the application:

- Include include measurable outcomes for the end of the sabbatical
- Provide a detailed, well written work plan that colleagues from other disciplines can understand
- Focus less on past accomplishments and more on what they want to accomplishment during the sabbatical period
- State why sabbatical is needed for the project (e.g. promotion path, travel to research)
- Ability of the applicant to explain why their research is valuable (e.g. benefit to university, students, impact on stakeholders - university, local, regional, national, and/or global communities)
- Explain why travel is meaningful for sabbaticals and travel plans should be specific as to time spent in other locations.

Organization of the application:

- Candidates should organize the proposal well and focus on project description - start with a strong introductory paragraph, describe project time-line and leave benefit to FIU for the end.