




Components of “strong” sabbatical application



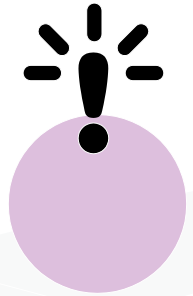
Clarity of **description** – the language should be clearly written without too much ‘jargon’, as the application will be adjudicated by a cross disciplinary committee

Clarity of **commitment** -- applications must be clear on how much work the project or activity actually requires

Clarity of **impact** -- the research or scholarship contributes to the applicant's field or discipline

Clarity of **feasibility** -- the activity or project must be ‘doable’ in the timeframe

Where things go wrong...



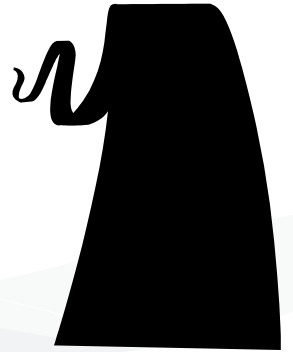
Activities/ timeline do not suit the time requested for sabbatical (one year).

Lack of **detail**.

Lack of specific **objectives and outputs** (of a one year sabbatical)

Assumptions that the reviewer of the application 'knows' what you are talking about.

Design, schedule, results,
dissemination, outcomes



Identify your **design and work plan**

Provide a **timeline**: what are you doing from month to month, or every two months? This helps you determine if your project is manageable.

How will the **results be reported** and disseminated?

Identify your tangible **outputs**.

Application Deadlines



September – Department feedback

September 30th - Department Head/Director feedback

October 15th – Dean's review and feedback

November 15th – Submission of finalized application

November 30th – Dean's electronic confirmation

