



Office of Academic Affairs

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Sabbatical and Professional Development Leave Proposals

Holistic Criteria

Proposals should reflect careful and thorough preparation that is appropriate for the benefit that this type of paid leave represents. In particular, it is important that each request carefully address the relationship between the proposed activities and the University's mission and strategic plan, provides a clear plan that identifies a focused purpose, intended scholarly and curricular outcomes, and plan to achieve these outcomes.

To give some indication of what constitutes a persuasive proposal, the following table lists a set of criteria that the committees will apply when reviewing the proposals. The strength of a proposal is determined by the degree to which each criterion is met.

Objectives	Criterion
Purpose of the Project	The project and its methodologies are clearly articulated.
Goals	Proposed goals are well defined and demonstrably proportionate to the length of leave.
Scope/Nature of Project	The proposal clearly demonstrates the scope and nature of the project is not possible through normal workload assignment.
Project Impact	The proposal delineates significant benefits to the university community and aligns to the University's strategic plan.
Professional Growth	The proposal clearly states how the project will enhance and improve the applicant's professional competence or growth.
Timeline	The timeline clearly includes the stated goals and it delineates specific activities to complete these and is realistic and attainable.
Previous Leaves	Outcomes from past sabbaticals/professional development leaves clearly articulated.