**Sabbatical and Professional Leave**

An important aspect of faculty life is the ability to take a sabbatical to work on research, writing and other scholarly activities. However, granting a sabbatical is notguaranteed. All proposals for sabbatical are evaluated through a review process conducted by the College Sabbatical & Professional Leave Committee.

To help you in writing a successful sabbatical proposal we are providing the following summary guidance on what to include to make the process a little more transparent:

* A justification as to why a leave is necessary to complete the proposed project or work
* a demonstrated need for the research or work and how it will contribute to your discipline
* a clearly articulated research design and methods, feasible within the proposed time frame
* clearly delineated outcomes and deliverables of the proposed project
* a detailed plan of study including a timeline of activities from start to finish (please include an actual timeline)
* and finally, evidence that the proposed research or scholarly activities fall outside of normal duties associated with your rank and appointment.

In addition, successful proposals are typically research-focused and include (for example) collecting and analyzing data, preparing manuscripts, book writing, and grant proposals. Typically not considered are activities involving faculty training or the creation of new courses.