

How to Write a Sabbatical Proposal

These instructions supplement the formal requirements specified in Chapter 7 of the Academic Handbook (pages 7–9). Sabbatical proposals should be submitted by September 1 of the academic year preceding the academic year of the proposed sabbatical leave.

A typical effective sabbatical proposal contains 2,000 words. A proposal should convey the following information, without exceeding 3,000 words:

- a. Is this a research leave or a development leave?
- b. Is this a full academic year or a one semester sabbatical? If for one semester, please specify fall or spring.
- c. What is the nature and scope of your proposed project? Include the following information:
 1. A description of the project
 2. What you have already done that prepares you for the project
 3. What you intend to do during the sabbatical leave period
 4. Specific anticipated outcomes in terms of your teaching and scholarship
 5. The significance of the project for your longer-term research plans and with respect to contributions to your field(s) of activity
- d. What outside grants have you have applied for or do you intend to seek? Dickinson's Corporate and Foundation Relations team can assist you with this; please contact Director of Academic & Foundation Relations Cheryl Kremer (kremerc@dickinson.edu) for suggestions.

Begin your proposal with a brief abstract of 100–250 words containing the above information, then give supporting details.

If the length of your leave (full year versus one semester) is dependent on external funding, write your proposal for the most likely scenario, but also specify an alternative plan giving details of what additional activities and achievements would occur in a full year leave, compared to a single semester.

- **By September 1**, submit your proposal. Failure to meet this deadline could mean postponement of your proposal's consideration to the following year.
- **Also by September 1**, send a copy of the proposal to the Research and Development Committee (rand@dickinson.edu). (Your sabbatical proposal copy ONLY is due to R&D by the September 1 deadline. In a subsequent step, you may apply for [sabbatical support](#) of up to \$1,600 per semester from R&D. R&D [application forms](#) are available from the R&D Committee web page. Sabbatical support is available on a rolling basis after project approval by FPC, and is available only to those who have been approved for sabbatical leaves. During the period of sabbatical, faculty are also eligible for [other funding categories](#), such as travel and publication costs, as appropriate.)
- **On or shortly after September 1**, your department chair will review the proposal and then submit a memo that indicates the department's support of your proposal, with reasons. The chair also needs to indicate how the department will cover the courses that you will not teach if you are on leave. If the department would like to request replacement support, the chair should indicate how much support is requested, and why. Since limited resources are available for sabbatical leave replacements, the departmental endorsement should not be contingent on replacement funding.