

Tips for Writing a Successful Sabbatical Proposal <http://provost.truman.edu/sabbaticals/index.asp>

The following 5 elements are required in the sabbatical application package. It may be beneficial to write the project narrative (#3) before completing the other elements so that none of the page allowances are taken up by duplicated information. Your proposal will be judged by the [Assessment and Ranking Rubric](#) (page 4).

1. Complete the portions of the [Sabbatical Leave Request Cover Sheet](#) which are to be contributed by the applicant.
2. Craft a Cover Letter (no longer than 2 pages). Consider including any of the following information that pertains:
 - Have submitted highly ranked, yet unfunded sabbatical proposals previously
 - Have stellar outcomes from previously awarded sabbaticals
 - Describe activities completed or planned that fall across borders of teaching, scholarship and service; or across disciplinary borders
 - Other contextual information that would uniquely inform reviewers
3. Craft a Project Narrative

The project narrative asks the applicant to address the **purpose, plan and impact** of the proposal in no more than 6 single-spaced, front-only, pages excluding bibliography. Here are some things to consider - and include if they apply.

A. What do you hope to accomplish? (purpose and impact)

- Explain how it deals with a significant issue in your field.
- Explain how it relates to a significant issue for Truman.
- Explain how it contributes to our mission.
- Will it affect your interactions with students? How will it benefit your department/programs of study? Is there a course that you teach which will benefit? Will it contribute to the knowledge of teaching in your national discipline organizations?
- Is it one of the identifiable kinds of scholarship described in Ernest Boyer's *Scholarship Reconsidered*?ⁱ
- Why is it impractical to pursue without sabbatical leave?
- Why are you the person to accomplish this?
- Demonstrate originality.

B. What is your plan? (plan)

- State the purpose of the leaveⁱⁱ
- Evidence of already-completed work relating to the project;
- State your methods for carrying out the purpose of the leave;
- Give location/s and specific dates;

- Prepare an *anticipated* schedule of activities, or use of time;
- Judiciously attach surveys, interview protocols, or other instruments to be used if these convey the essential character of your project;
- Account for off-campus logistics if the out-of-field reviewer may need clarification **or** if the logistics would negatively impact your project were they to fall through;
- Include in the text collaborators who have truly committed to your project;
- Attach contractual or professional agreements with publishers, universities, governments, agencies or other entities with which you will be cooperating;
- Regarding contractual or intellectual property issues – do you need to schedule a consultation with General Counsel, Warren Wells? Are there results of that consultation which can be included in your proposal?
- Indicate any necessary approvals such as IRB process or copyright clearances;
- Indicate methods of assessing your accomplishments during the leave.

C. *How Will You Follow-Through? (plan and impact)*

- Expected products of the leave: peer-reviewed publication, exhibit, concert or recital; revised course syllabi, updated course/expanded course offerings; research proposal; grant proposal; photographs; software; CD/DVD/Video; transcript; published article/book; annotated bibliography of professional readings; survey results; etc.
- Expected dates of completion of these products of leave;
- Plans to continue related activities or inquiries beyond the sabbatical period;
- Plans for disseminating outcomes to the academic community at large.
(Remember that when you accept the award you will sign a statement promising to submit a report to the Provost's office and to present publicly on campus. The presentation may be arranged through The Center for Teaching and Learning among other venues.)

4. Curriculum Vita addressing academic qualifications and experiences that pertain to the project proposal. Profile the depth of your teaching, research, or service and how your proposal addresses strengths or deficiencies in that experience. No more than 3 single-spaced, front-only pages.

5. Evidence of peer support for the proposed activity. Consider the following types of evidence:

- Letter from a colleague at Truman or elsewhere
- External grant, fellowship or other arrangement that is funding the project
- Letter of invitation or appointment
- Statement from a departmental review

Good Luck!

ⁱ This book, published by the Carnegie Foundation in 1990, delineated four kinds of scholarship: Scholarship of Discovery, which is research for ‘new knowledge’; Scholarship of Application, which meets the scholarly needs of society or community; Scholarship of Teaching, which pursues queries of teaching or learning; and the Scholarship of academic Integration or synthesis, which is an important step in the mainstreaming of new knowledge. In addition to Boyer’s original there are now two additional titles in this vein – *Scholarship Assessed*, and *Faculty Priorities Reconsidered* – all published by Jossey-Bass <http://www.josseybass.com/WileyCDA/Section/id-131451.html>

ⁱⁱ If you are having difficulty succinctly stating the purpose of your sabbatical leave try one of these proposal prompting phrases from the Cabrillo College Sabbatical Proposal Template http://www.cabrillo.edu/services/tlc/sabbatical/Proposal_Template.htm

During sabbatical leave I will...

<i>Write a</i> ___	<i>Develop course materials for</i> ___
<i>Study at</i> ___	<i>Develop materials for</i> ___
<i>Adapt</i> ___ <i>for</i> ___	<i>Develop the ability to</i> ___
<i>Create a</i> ___	<i>Increase the effectiveness of</i> ___
<i>Research</i> ___	<i>Acquire skills/knowledge to address</i> ___
<i>Observe</i> ___	<i>Increase my effectiveness as a</i> ___
<i>Learn how to</i> ___	<i>Participate in</i> ___