



Sabbatical Award Application

Faculty members and librarians eligible for Sabbatical Leave who wish to apply should submit complete Sabbatical Applications in conformity with the following guidelines by the date indicated on the current Sabbatical Calendar, to the Office of the Provost.

A. Application Format

(1) Cover Sheet (one page)

Name:

Department:

Date:

Date of First Appointment to Tenure Track at William Paterson:

Date of Last Prior Sabbatical Leave:

Current Application is for:

Half Year (please indicate fall or spring semester) * _____

Full Year * _____

*Applicants are eligible only for the period requested.

Descriptive Title (not more than 10 words): _____

I, [name], understand that in accepting a Sabbatical Leave, if awarded, I am contractually obligated to return to service at the William Paterson University for at least one Academic Year following that in which the leave is taken, and that I am agreeing to report on the outcomes of my leave within sixty (60) days of the end of the academic year in which the leave is taken.

Signature _____

(2) Sabbatical Proposal (not more than three 8.5 x 11 inch pages, single-spaced, 12-point font)

The sabbatical proposal is read and evaluated by an elected University-wide Sabbatical Leave Committee composed of faculty from different departments and colleges and at least one librarian. The proposal should, therefore, be written so that persons who are not specialists in the field or fields represented by the applicant can understand the context and significance of the work proposed and compare the merits of this proposal to others submitted. No other supporting materials will be considered beyond those explicitly mentioned here.

Proposals should be no more than three (3) single-spaced pages long in 12-point font and contain the following descriptive elements:

- a. Narrative description of the project, including its context within the discipline or field. The description should discuss the methodology or process involved in the project, and/or its timeliness, if applicable.
- b. Proposed schedule and/or work plan demonstrating the feasibility of the project with respect to the award period requested.
- c. Expected outcomes of the project and significance of the outcomes to the scholarly or creative field or discipline, or to student learning or curriculum, or practical consequences, and significance to the applicant's career.

(3) Complete professional curriculum vita

The curriculum vita should provide a complete listing (with dates) of degrees attained, professional employment; publications, presentations, performances, or other creative outcomes; awards; service activities; and other relevant matter.

B. Review Criteria

Applicants should be aware of the importance of organization and clarity of expression in communicating the proposal to the Committee. Further, the completeness of an application with respect to the elements of the application listed above is essential to enable the Sabbatical Leave Committee to exercise individually and collectively their academic judgment about the relative merits of proposed projects.

The Committee will evaluate applications for half-year leaves with other half-year applications and applications for full-year leaves with other full-year applications. Final recommendations will be based on consideration of the merit of proposals.

C. Sabbatical Leave Report

The Sabbatical Leave Report shall consist of a one to two (1-2) page narrative of outcomes of the project submitted to the Office of the Provost within sixty (60) days of the end of the 10-month academic year (June 30) in which it is taken.