**CLA Sabbatical Leave Proposal Guidelines**

(1) Attach a statement outlining the project that you propose to develop during this leave period. **The text of the proposal may not exceed 2500 words**. No appendices should be attached. The research program should be clearly stated and understandable to colleagues outside the discipline.

Please use the headings below in organizing your proposal:

1. Description, background and significance of the project: (WEIGHT 50%)

 \* Situate the project in relation to previous work in the same area.

 \* Indicate the nature of the project’s contribution to the field (for example, publication, exhibits, performance, instructional materials).

 \* Indicate where it breaks new ground, where it represents part of an ongoing inquiry, etc.

 \* State the value of the completion of the proposal to the university.

 \* Provide evidence of the proposer's background, training and qualifications relative to the project as well work on the project already accomplished or underway.

(b) Design, methodology, and timeline: (WEIGHT 30%)

 \*Specify the research methodology or approach to the proposed leave project

 \* Include a detailed timeline, and demonstrate the feasibility of completing the proposed project within that timeline.

 \* Justify the necessity of sabbatical leave for the completion of the project.

 \* Provide evidence of the likelihood that the proposal will be completed as planned.

(c) Anticipated goals and outcomes: (WEIGHT 20 %)

 Outcomes may be oriented towards research (including community-based projects), instructional effectiveness or contribute to University-community relationships. These outcomes should include a tangible scholarly outcome, and be appropriate to the leave period requested.

(2) Summary of all research support received from the University since appointment or since applicant’s last sabbatical/difference-in-pay leave. Note that application instructions require copies of work-accomplished report from most recent sabbatical/leave; if applicant does not have a copy, s/he should contact the Office of Faculty Affairs. As a last resort, if no copy can be obtained otherwise, contact the dean’s office for instructions.

(3) Attach a full, up-to-date CV.