

Sabbatical

Application Checklist

Please remember these points as you prepare your application for Sabbatical Leave:

- Review Chapter V of the Faculty Handbook- Sabbatical Leave Guidelines at <http://www.uaa.alaska.edu/facultyservices/handbooks.cfm>
- Review Board of Regents Policies regarding Sabbatical Leave at <http://info.alaska.edu/bor/policy-regulations/> P04.04.060
- Review application schedule to determine proposal due dates (available on the Faculty Services website)- (usually last Monday in September for Sabbatical Proposals).
- Fill out the required cover page application *completely and accurately*- including all appropriate signatures
- Check your eligibility

Proposal Development:

- Understand that applications will stand on their own merit
- Determine length of sabbatical (one semester or one year)
- Propose options for class coverage during your absence
- Make sure that you have received the appropriate dean/director signatures on the cover page application (<http://www.uaa.alaska.edu/facultyservices/forms/index.cfm>)
- Use headings in your proposal as found on page 2 of the Faculty Handbook Chapter V
- Make sure all items are addressed
- Limit proposals to 5 pages (not including supporting documents)
- Include a description of your proposal along with objectives and goals
- Include a time table for completion of activities
- Address any funding information if applicable
- Address in detail the skills and/or accomplishments you expect to achieve during the leave
- Demonstrate the likelihood of completion of activities based on length of sabbatical
- Demonstrate how these skills will benefit your professional development, the university and the community
- Include all supporting documents such as letters of support or invitation (appropriate in length)
- Review ranking sheet on page 4 of the Faculty Handbook Chapter V
- Format and Presentation of Proposal- correct format, complete and accurate, includes documentation and supporting information, clear and understandable "lay" language, correct grammar and spelling, cover sheet complete.
- Include an **updated** CV
- Have a colleague or mentor review your application if possible
- Denial of a proposal (ranking process)- revise and re-submit in the next round
- Submit report on the results of work within three months of completion