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| SABBATICAL PROPOSAL – DETAILED FORMAT OUTLINE  |
| One inch margin on all sides | 12 pt Palatino or Roman throughout |
| Document heading is centered and bold | Section titles are bold |
| Flush left style for sections | Single spacing for text |
| Double space between sections | One space between paragraphs |

# *\*\*Please note the final submitted proposal should have all italicized text removed as well as the text box above\*\**

# Sabbatical Leave Proposal *(Document Heading)*

**A. Applicant** *(Section Title; Titles and information in this section are double-spaced)*

## Name:

Department:

Type of Leave: *[Indicate: Formal Coursework, Independent Study, Project]*

Leave Dates: *[Indicate Semester(s) and Year(s)]*

**B. Purpose of Leave**

*Briefly summarize the intent and expected overall outcome of your proposed sabbatical leave.*

**C. Leave Objectives** *[Please number the objectives in proposals]*

Using a numerical outline format, provide a list of **concrete and measurable objectives** to be accomplished during your leave that will result in a product, report, and/or presentation as stated in your purpose. You will use these same ones in your report.

**D. Narrative**

Focus on your major activities related to each objective. Do not simply tell the story of how you intend to spend your sabbatical leave. You will refer to these objectives in writing your report.

*Briefly address each objective in the order used in Section C, “Leave Objectives.” Clearly outline the study or project to be undertaken, state strategies or methodologies to be used, and indicated timeframes for each objective, component, or phase. If leave involves travel, indicate – to the extent possible at this time – intended locations(s), itinerary, and timelines. If your objectives involve formal study, provide specific course title(s), name(s) of institution(s), and semester(s) you will be enrolled.* ***(Maximum 4 pages in length.)***

**E. Evaluation Summary** *[Type each of the questions below and answer each with supporting details.]*

1. How will the objectives of this sabbatical leave enhance my work performance at the college?

2. How will the objectives of this sabbatical leave benefit students in my discipline?

3. How will the objectives of this sabbatical leave benefit my department?

**4.** How does your proposed project address the SRJC Strategic Plan and/or your department’s

#### educational plan?

#### F. Abstract for Board Proposal Summary

#### *Encapsulate your proposed sabbatical in a paragraph of three to five sentences, which summarize the purpose and objectives of your leave. Use your name and write in the third person (Jane Smith will…)*

#### G. Approval

#### Applicant Name:

Department/Program:

##### Sabbatical Leave Dates:

###### Signature of Applicant Date

###### Signature of Department Chair Date

Board of Trustees Review

###### Action Taken Date