
SABBATICAL LEAVE GUIDELINES

Revised S

Criteria for Evaluating Sabbatical Leave Proposals

- A. Likelihood of applicant to accomplish objectives of planned study or investigation. Is the description of activities logical and complete?
 - 1. Is the requested term of leave sufficient or appropriate for the scope of proposed activities?
 - 2. Ability to accomplish plans as reflected in vita.
 - 3. If the proposal assumes cooperation from other institutions or investigators, are letters included indicating their support?
 - 4. Is the time schedule of proposed activities to increase professional development of the applicant appropriate?
- B.

leave and a maximum of 4.5 months' salary will be paid for a one-semester leave.

Human Research Subjects

Sabbatical leave proposals involving research with human subjects should conform to Principles and Procedures of Human Research Subjects approved by the Institutional Review Board. *[See Chapter VI in this Handbook]*

RATING SHEET FOR SABBATICAL LEAVE PROPOSALS

In order to provide for the full and equitable selection of the most meritorious sabbatical leave proposals, the faculty has established criteria for their review and evaluation. These criteria are intended to be applied to all proposals in a balanced and judicious manner, in accordance with the objectives and content of each proposal. Applications must include:

- Application Form
- CV
- Letters/Documentation of Support (if applicable)
- Approval Signatures