



CAL Sabbatical Proposal Guidelines

Your sabbatical request must include a complete application document. In addition, it must also include a proposal document addressing all points in the sections below. Format your document to be single-spaced, using no smaller than 11-point font.

1. Description of the proposed work. This section of the proposal should provide a thorough yet concise description of the proposed work to be done while on sabbatical leave. This section is to be no longer than four (4) pages. The format of this section is up to the applicant, but must address:

- Aims and objectives of the sabbatical.
- Expected work to be completed and benefits for the applicant and university.
- A timeline for completing the work, including dates and sites.
- Feasibility of sabbatical project and likelihood of completion.
- Any other relevant information, including names of collaborators, etc.

2. Record of accomplishment. This section of the proposal should include:

- A narrative statement (one-page maximum) of teaching, scholarship (i.e., research/creative activities), and service since last sabbatical leave or, if no previous sabbatical leave, since beginning appointment to the faculty. In this statement, address how your record is relevant to your sabbatical proposal.
- If you have received any previous sabbatical awards, include a copy of all sabbatical reports that were submitted (to department chair, administration, etc.), and clearly indicate the dates of previous sabbatical leaves.

Additional materials: Include the following as separate documents as part of your proposal.

- A letter of endorsement from your department chair.
- An up-to-date CV highlighting accomplishments since previous sabbatical leave or, if no previous sabbatical leave, since beginning appointment to the faculty.

Where relevant, include additional support documentation (e.g., letters of support, agreements, and contracts from collaborators, sponsors, institutions, etc.; publisher's agreements and contracts; book outlines or prospectuses).