



SABBATICAL LEAVE PROPOSAL FORM

Name: _____

1. Narrative Description of the Project

a. Proposal

Briefly describe what you propose to do during sabbatical. Begin by describing the project you propose to undertake (you will supply the details later in this proposal). Briefly describe how your sabbatical activities will fit within the broader context of your discipline with some attention to why your activities will be worth doing.



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b. Utilization of Present Knowledge, Available Resources, and Creative Potential

Briefly describe how you will use your present knowledge, available resources, and your creative potential during your sabbatical. Indicate planning that has already taken place, including contacts made, confirmation of participation, and cooperation from outside agency, if any.

c. Benefit(s) to the Community

Discuss how the sabbatical and/or the results of the proposal will benefit the community.



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d. Benefit(s) to CSN

Discuss how the sabbatical and/or the results of the proposal will benefit CSN. Include any information about how the sabbatical fits in with the mission of CSN and any exposure or prestige the sabbatical may bring to CSN.

e. Benefit(s) to CSN Students

Discuss how the sabbatical and/or the results of the proposal will benefit CSN students. Include any information about materials that may enhance the learning outcomes of students, and whether a new course or course format will result.



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f. Benefit(s) to myself

Discuss how the sabbatical and/or the results of the proposal will benefit you as an instructor. Include any information about updating skills or increased knowledge in your field, new skills learned that will be useful in teaching your courses, and anything else related to your professional growth and renewal.

2. Objectives

List the objectives/outcomes of the sabbatical and how you plan to measure them.



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3. Proposed Time Schedule

List the steps or milestones of your project and when each will be completed.

4. Additional Information (*optional*)

Include anything else you think will be important for the committee when evaluating your proposal. For example, how will you address a loss of project funding or other situations that could prevent you from completing your sabbatical goals.