

# VIRGINIA WESLEYAN UNIVERSITY

## SABBATICAL REQUEST FORM

Title Page:

Name and Department

Date

Title of proposal

Semester preferred for leave

1. Give a narrative explaining the type, scope and objectives of the project as well as the means of completion and time-line (two page maximum).
2. Explain the value of the project to specific aspects of your professional development goals (1 page maximum)
3. Explain why the project is of a scale that warrants a sabbatical leave as opposed to a project that might be undertaken in the summer.
4. Briefly describe your follow-through on previous projects such as sabbaticals, grants (internal and external), fellowships, service learning projects, commission/committee leadership, etc.
5. Attach a brief letter from the chair of your department, acknowledging that the sabbatical request and the impact on the department and course offerings has been discussed and that your plan for covering courses, taking care of advisees, and other departmental obligations is in accord with departmental expectations
6. Attach an updated C.V. and copies of your two most recent Professional Activity Forms (PAF).
7. Attach supporting documents that might strengthen or better convey your readiness to undertake the sabbatical project. This might include letters indicating support from any external sites or individuals upon whom the research or project depends, evidence of preparatory research, or other work that indicates investment in and preparedness to undertake the proposed project. A good proposal demonstrates the worthiness of the project, the applicant's readiness to complete the project, and the value of the project to the University. Ultimately, projects are ranked on the basis of merit so you want to do all you can to demonstrate merit through the documentation you provide.

Note: Faculty members granted sabbaticals are expected to make an on-campus presentation of their sabbatical project during the semester in which they return to campus.

*Updated July 2017*