LOYOLA MARYMOUNT UNIVERSITY APPLICATION FOR SABBATICAL LEAVE

(available via email)

Fall Spring Semester	r, 20
Full Academic Year, 20 to 20	_
	Fall Spring Semester

The purpose should be written in clear and precise English, easily understandable to a scholar in another discipline.

In order to have uniformity of presentation styles and to facilitate an effective evaluation, the proposal should address the six issues described on page 2 in numerical order and should include the headings, <u>verbatim</u>. The proposal text must be limited to no more than five (5) pages in length. Thus, a completed application will consist of this cover page and no more than five (5) additional sheets of supportive material. In addition, an updated résumé (limit to 5 pages) must be attached to the proposal. Inclusion of the résumé will better put things in context with the applicant's overall professional activities at LMU. Additional materials, e.g., reprints etc. will not be considered by the Sabbatical Review Committee.

Because the Sabbatical Review Committee is comprised of faculty from diverse disciplines, proposals should conform to the requested format. This will expedite the review process and will help reviewers better understand proposals from colleagues in other disciplines. Proposals deviating from the requested format may inadvertently leave committee members with questions about some issue(s) contained within the six major sections of the proposal. If answers to such questions cannot be extracted from the text of a nonconforming proposal, the proposal will be returned to the applicant for revision/clarification and resubmission before the Committee forwards a recommendation to the Academic Vice President.

- 1. <u>SPECIFIC AIMS</u> A concise and realistic statement should describe what the proposed research is intended to accomplish in terms of its potential contribution to the applicant's field of professional study. (It is recognized that sabbatical work will contribute directly or indirectly to one's teaching; but benefits to teaching are not in and of themselves, justification for approval of a sabbatical project.)
- 2. <u>SIGNIFICANCE</u> The background to the proposal and a critical evaluation of existing knowledge should be briefly sketched. The importance of the proposed sabbatical research should be stated by relating its aims to the longer term objectives of the applicant's research interests.
- 3. <u>RELEVANT EXPERIENCE</u> The applicant's research experience pertinent to the project should be described. Any information that establishes the investigator's competence to pursue the proposed project will strengthen the proposal.
- 4. <u>RESEARCH PLAN AND METHODS</u> The project design procedures to be employed should be clearly articulated. In your description, please explain why the project design and procedures are appropriate for your study.
- 5. <u>ASSURANCES OF SUPPORT</u> If applicable, please indicate any assurances of support or cooperation (granted or pending) from individuals, institutions, or agencies needed for conducting the sabbatical work.
- 6. <u>DISSEMINATION OF RESULTS</u> Describe by what means the results of your study/creative work will be presented to professional peers outside the University. In other words, what plans do you have for presentation or publication of your results for assessment by experts in your field of study?

UNIVERSITY SABBATICAL REVIEW COMMITTEE

DEAN'S REFERENCE FORM (TO BE TYPED)

The University Sabbatical Review Committee would appreciate having your evaluation in connection with the sabbatical proposal of:

COLLIN	ection with the sabbatical proposal of.
•	receiving this evaluation, the Sabbatical Review Committee will begin its review of applicant's proposal.
	e discuss the proposal and qualifications of the applicant for the proposed sabbatical spaces provided below:
1.	<u>Proposal</u> (importance, feasibility, etc.):
2.	Applicant (qualifications, general record or promise):
Dean	's Name: (please type or print)
Dean	's Signature:
Date:	
	E: PLEASE SEND YOUR COMPLETED REFERENCE <u>DIRECTLY</u> TO THE ACADEMIC IRS OFFICE.

UNIVERSITY SABBATICAL REVIEW COMMITTEE

CHAIR'S REFERENCE FORM (TO BE TYPED)

The University Sabbatical Review Committee would appreciate having your evaluation in connection with the sabbatical proposal of:

	receiving this evaluation, the Sabbatical Review Committee will begin its review of oplicant's proposal.
	e discuss the proposal and qualifications of the applicant for the proposed sabbatical spaces provided below:
1.	Proposal (importance, feasibility, etc.):
2.	Applicant (qualifications, general record or promise):
Chair's	s Name: (please type or print)
Chair's	s Signature:
Date:	
	: PLEASE SEND YOUR COMPLETED REFERENCE <u>DIRECTLY</u> TO THE ACADEMIC RS OFFICE.

REPORT ON SABBATICAL LEAVE

(To be typed - Report available via email)

The intention of this report is to provide you with the chance to reflect on the professional growth you experienced as a result of the sabbatical and to serve as a measure of accountability for the leave granted.

1.	Name of Faculty Member:			
	Rank:			
	Department:			
	Title o	f Project:		
	Sabba	tical Leave Taken During:		
2.	Self-As	ssessment Report of Sabbatical Leave:		
	A.	Give a one paragraph summary of your approved sabbatical proposal.		
	B.	In a narrative not to exceed 500 words assess whether your sabbatical research achieved the goal of the proposal approved by the Sabbatical Review Committee.		
	C.	Briefly describe in a paragraph new approaches or areas of research to which your sabbatical is directing you.		
3.	Approv	val of Sabbatical Report:		
	Depar	tment Chairperson:		
	Dean:			
	Faculty	y Member's Signature:		
	Date:			
NOTE:		Report must be typewritten. Please send one copy of your original proposal, sabbatical report and this form to the Department Chair, one copy of each to the Dean, and one copy of each to the Academic Vice President. The Chair		

and Dean will forward their independent evaluations and reports to the Academic Vice President. The Sabbatical Committee will receive its review

copies of the sabbatical report from the Academic Affairs Office.