CALL FOR PROPOSALS:
WASHINGTON COLLEGE SABBATIC LEAVE REQUEST

Faculty members who have completed six years of service since their junior leave or most recent sabbatical leave are invited to submit a proposal for sabbatical leave for the Academic Year. Proposals and related materials should be submitted electronically via Canvas e-portfolio (deans_office@washcoll.edu) to the Office of the Provost.

Department Chairs are to review the completed proposals and submit a letter to the Advisory Committee on Tenure & Promotion. The Chair’s letter, should discuss the quality of the proposed project, the impact a sabbatical leave will have on departmental and non-departmental offerings, and a plan for how these courses will be replaced or absorbed. If this plan includes adjunct hiring, the letter should include rationale for such hiring.

Materials to be submitted include:

- A completed cover page (see Page 2 of this document)
- An updated curriculum vita
- Details of any funding that will be required and the likely source of these funds
- A full project proposal. The proposal should be double-spaced and limited to 1,500 words in length. The proposal should include:
  - A description of the project(s) to be pursued during the proposed sabbatical leave
  - A discussion of the specific goals and outcomes of the proposed project(s)
  - A discussion of how the project(s) will complement and advance your development as a teacher-scholar
  - A discussion of how the project(s) will benefit the College, the academic program, and our students
  - A discussion of the feasibility of the project(s)

Sabbatical leaves are awarded on a competitive basis and may be subject to budgetary considerations. Selection criteria include:

- The overall quality of the proposal, i.e., clarity of purpose, identifiable outcomes, significance, and feasibility of the project.
- The value of the project to the faculty member, his/her department or program, and Washington College students.
➢ The timing of the project relative to the faculty member’s development as a teacher-scholar, specific deadlines for publication, and the department’s schedule and needs.
SABBATICAL REQUEST COVER PAGE

Name: _____

Rank:

Department: _______________________ Year of Appointment ________________

Previous Sabbatical or other Leaves (List year, semester and source of support):

Proposed Sabbatical will be for:
Full Academic Year: _____ Fall Term (only): ______Spring Term (only): ______

Nature of project you wish to undertake (brief summary):

Work you expect to complete (brief summary):

Funding Needs:

Outside funding sources you are pursuing, if any:

Updated 6/29/16