Faculty Application
Tip Sheet (revised 2013)

This is a list of suggestions for sabbatical application preparation, compiled by the 2013 CSH Sabbatical Committee. Please also review the successful sabbatical applications posted on the College of CSH website to find other ideas for proposal preparation.

1. Have a colleague read over your proposal to catch grammatical and typographical problems. Also consider the breadth of departments from which the members of the Sabbatical Committee will be drawn. A reader from outside of your own discipline will catch places where your ideas need additional explanation for non-experts.

2. Make the specific products of your proposed project as clear as possible. If your discipline does not emphasize the production of journal articles or book chapters, you will improve the committee's ability to evaluate your proposed activities if you explain the type of scholarly products typical for your discipline.

3. An important criterion to consider is whether your proposal makes it clear why "extra" time is required to accomplish the specific goals of your sabbatical. How does your proposal expand your activities above and beyond what you would ordinarily do?

4. Refer to **specific** UW System and CSH Sabbatical Guidelines in Sections IV and V of your proposal (see Opdahl proposal for an example). Even if it feels obvious to you, it won't hurt to spell out explicitly how your proposal fits those categories.

5. Given that recent UW System sabbatical guidelines emphasize student learning, sabbatical proposals that include links to teaching activities may be particularly persuasive. It is possible to achieve such a connection even without engaging in SoTL research, for example by linking your sabbatical activities to specific courses you teach.

6. While a proposal length is not specified, lengthy narratives do not guarantee support. Try to get your points across in a brief, concise manner while still providing relevant information. Several recent awards have been given for proposals in the 5-10 page range.

7. Budget items should be justified and well supported. Explain specifically how the budget items support the overall project.