



Guidelines for Preparing a Proposal for Sabbatical Leave¹

1. **Eligibility.** Faculty who have achieved senior faculty status and at least the rank of associate professor are eligible to apply for sabbatical leave in the sixth year of continual, full-time teaching service at OBU.

2. **Content of the Proposal.** The proposal should include (1) a completed and signed application, (2) a letter of intent, and (3) a full description of the sabbatical project or activity. The description should be prepared as a single Word document, with the various required elements of the description labeled and arranged according to the following outline:

- A one-page abstract of the purpose of the sabbatical project or activity;
- A rationale for the project or activity;
- A detailed description of the project or activity, including goals, major theses, outline, methods of the project, etc.;
- A description of the expected benefits of the project or activity for the field of study and/or professional development;
- Proposed budget for any external funding or approved grants.

3. **Application Deadline.** The full proposal must be submitted to the department/division chair (or to the academic dean in schools not having departments) **between September 1 and October 1**, for sabbaticals to be taken during the following academic year. Prior to the formal application, potential applicants should confer with department/division chairs or deans regarding staffing and related issues. Requests for exceptions to the deadline should be made in writing to the Chief Academic Officer (CAO).

4. Evaluation

Deadline

- Proposals will be evaluated and approved by the appropriate Departmental or Divisional Head. **October 8**
- Proposals will be evaluated and approved by the appropriate Dean before being sent to the CAO. **October 15**
- The CAO will send applications to the Faculty Development Committee (FDC). **October 20**
- The FDC will evaluate proposals, rank them, and return them to the CAO. **December 1**
- The CAO will submit recommendations to the President. **December 15**
- Based on evaluations of the FDC and the CAO, the President will select proposals to be recommended to the trustees for funding, and will report decisions to the Chair of the FDC. **January 15**
- The Chair of the FDC will report the results to all applicants. **February 15**

¹ For the complete statement of OBU's policy on Sabbatical leaves, see the Faculty Handbook, Section 2.



Application for Sabbatical Leave

Due September 1 – October 1

Name _____	
Rank _____	OBU ID _____
Phone Number _____	
Email _____	
Senior Faculty Status	Y / N
Years of continual, full-time teaching at OBU _____	
Years in which previous sabbaticals were taken _____	
Year _____ and Term for which the application is being made:	
<input type="checkbox"/>	Fall Term (full salary)
<input type="checkbox"/>	Spring Term (full salary)
<input type="checkbox"/>	Full Year (half salary)

Signatures

	Deadline	Approved	Attached proposal or comments
_____ Signature of the Applicant	10/1	Yes / No	<input type="checkbox"/>
_____ Signature of the Dept./Division Head	10/8	Yes / No	<input type="checkbox"/>
_____ Signature of the Dean	10/15	Yes / No	<input type="checkbox"/>
_____ Signature of the FDC Chair	12/1	Yes / No	<input type="checkbox"/>
_____ Signature of the Chief Academic Officer	12/15	Yes / No	<input type="checkbox"/>
_____ Signature of the President	1/15	Yes / No	<input type="checkbox"/>