

## TIPS FOR APPLICANTS - SABBATICAL & DIFFERENCE-IN-PAY LEAVE

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### Suggestions for Completing Proposal

- Provide details in your proposal, in relation to the criteria specified in Appendix 26.
- Make sure you thoroughly address points 1-10 on page 3 of Appendix 26A titled Sabbatical Leave Proposal
- Your proposal will be stronger if you have details related to all three of the criteria listed in Appendix 26. For example:
  - If you plan to revise or develop a course, give the course number and title and an estimate of the annual enrollment
  - If you plan to write an article, give the name(s) of journals to which you plan to submit it
  - If you plan to write a book, include the title, table of contents or outline, letter of interest from the publisher, and a summary of work to date
  - If you plan to give a conference presentation, give the name(s) of the conference(s).
  - If you plan to spend time at another university, include a letter of invitation.
- Explain how your background relates to the project, including any work to date related to the proposed project
- Include a resume or curriculum vitae to help the Professional Leave Committee evaluate your relevant background