
SABBATICAL LEAVE GUIDELINES

The following guidelines represent basic proposal information required by the Sabbatical Committee. You may elaborate and/or provide additional information wherever you think appropriate.

STATEMENT OF PURPOSE

- What is the primary goal of your proposal leave?
- What specific objectives do you have that are necessary to the success of your project?
- Provide background information leading to your choice of project or study.

OUTLINE OF ACTIVITIES

- What activities do you plan during the proposed leave which are designed to accomplish your goals and objectives as stated above?
- Give specific arrangements you have made for the use of facilities, such as libraries, studio space, laboratories, etc.
- Include a projected timetable of planned activities and location of study/activity.
- Comment on the location of your study/activity and its relationship where appropriate.

SUPPORTING MATERIALS

- Include the letter of acceptance into your graduate program and a schedule of courses you intend to take.
- Attach a brochure or summary of activities for any meetings or workshops, which form part of your sabbatical proposal.
- Attach letters supporting or evaluating the merits of your project.
- Include a bibliography of related materials and resources, where appropriate.
- Provide an up-to-date resume particularly as it relates to your proposal.

BENEFITS OF PROPOSAL

- What specific results do you anticipate from your leave which will directly benefit the Community College of Rhode Island?
- How will this request leave be of benefit to your professional growth, and/or community?