GUIDELINES FOR  
APPLICATION FOR SABBATICAL LEAVE 
INDIANA UNIVERSITY SOUTH BEND

The sabbatical leave program is undertaken to provide time for scholarly research and any travel incident thereto and to allow members of the faculty to keep abreast of developments in their academic disciplines. The sabbatical is an investment by the University in the expectation that the leave will significantly enhance the faculty member’s capacity to contribute to the objectives of the University. A statement of proposed use of time is required to indicate the manner of achieving these general objectives.

The application should be no more than five pages of single-spaced text (12 point type), exclusive of the curriculum vitae and any bibliography or other necessary appendices. You should write your proposal so that it can be understood by someone outside your discipline.

Please submit the following information:

1. **Title of proposed sabbatical-leave project.**

2. **Description of the research, scholarly, or other professional activity.** Make clear the purpose of the project and explain its rationale. Clearly articulate the methods to be used to address the objectives of the project. Provide enough detail on procedures, time schedule, and resources so that the plan can be judged for thoroughness of planning and for feasibility. Explain how you intend to allocate your time to the different tasks you plan to undertake. If you are proposing a project that will not be completed by the end of the sabbatical leave, you should identify the specific pieces that will be accomplished and explain why the sabbatical leave is appropriate for the purpose of achieving those specific goals.

3. **Background information.** Describe any previous scholarly, creative, or professional work related to the proposed activity. (A bibliography of publications may be appended, but the relationship of publications to the proposed activity should be indicated. Applicants engaged in professional activities where achievement is evidenced otherwise than by publication should indicate professional achievements.)

4. **Location of Project.** State the principal location of your project. Indicate plans for travel and arrangements for use of libraries, laboratories, or work with colleagues at other institutions. If you plan to work at other libraries, archives, institutions, laboratories, or the like, please indicate whether you have yet secured permission to do so.

5. **Benefits expected from sabbatical leave.** Detail the benefits that the work undertaken during the period of sabbatical leave promises to deliver, such as publications, improvement in professional ability, improvement in teaching effectiveness, and overall contribution to the institution.

6. **Sources and amounts of funds.** List sources and amounts of funds in the form of a grant, fellowship, allowance for expenses, or payment for services during the period of the sabbatical leave. (Any arrangement for payment for services during the period of leave should be fully described.) If a FACULTY RESEARCH GRANT is being requested to
support the sabbatical leave, a copy of the request must be attached to the sabbatical application, with indication as to whether the leave is dependent upon the grant award.

7. Previous sabbatical report. Attach a copy of “The Report on Completion of Sabbatical Leave” form which was prepared after your last sabbatical. Also, if any significant developments have taken place since the completion of that report, please attach a statement.

Adherence to an approved plan is expected of a faculty member. At the termination of the leave, and not later than three (3) months after returning to the campus, the faculty member shall submit a report of activities undertaken, which will be used in evaluating future applications for sabbatical leave for persons who have had one or more sabbatical leaves.

October 2015 revision of 2010 guidelines: submitted by Senate Committee on Academic Personnel and accepted by Academic Affairs.