

# Preparing Your Sabbatical Application

**June 2024**

Research and Graduate Studies



# Agenda

- \* Brief introductions
- \* Components of a “strong” sabbatical application
- \* Writing the project summary: purpose and goal statement
- \* Details of the project: objectives, design, schedule, outputs, dissemination, submission of results

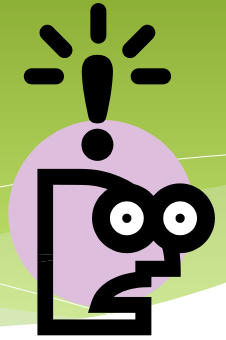
# Sabbatical Streams

1. **Research Project**
2. **Scholarly Activity Project**
3. **Teaching and Learning Project**
4. **Curriculum Development Project**
5. **Course or Training Program**
6. **Completion of Requirements for New Credentials Program**
7. **Indigenous training/teachings for Indigenous faculty: a project, program or activity in Indigenous culture, s'iwes, or Indigenous ways of knowing.**
8. **Indigenous training/teachings for non-indigenous faculty: a project, program or activity learning from Indigenous peoples about culture, s'iwes or Indigenous ways of knowing.**

# Components of “strong” sabbatical application

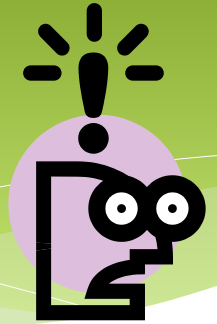
- \* Clarity of **description** – the language should be clearly written without too much ‘jargon’, as the application will be adjudicated by a cross disciplinary committee
- \* Clarity of **commitment** -- applications must be clear on how much work the project or activity actually requires
- \* Clarity of **impact** -- the research or scholarship contributes to the applicant's field or discipline
- \* Clarity of **feasibility** -- the activity or project must be ‘doable’ in the timeframe

# Where things go wrong....



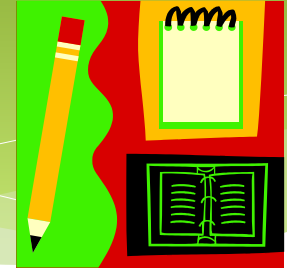
- \* **Unclear** purpose, goals, objectives, “methods” and outcomes.
- \* Unclear fit into the various **types of sabbatical eligible** streams (research, scholarly activity, teaching & learning, curriculum development, completion of requirements for new credentials)
- \* One project only – the project may have different components but the sabbatical is for one project.

# Where things go wrong...



- \* **Activities/ timeline** do not suit the time requested for sabbatical (one year).
- \* Lack of **detail**.
- \* Lack of specific **objectives and outputs** (of a one year sabbatical)
- \* **Assumptions** that the reviewer of the application 'knows' what you are talking about.

# Write your purpose and goal statement



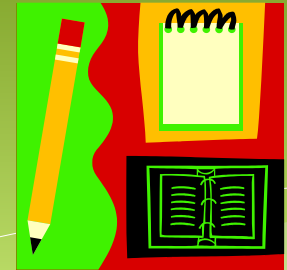
- \* The project summary is approximately 250 words. This is a clear statement of purpose, relevance and value of the project.
- \* Summary should include:
  - \* Why is this important?
  - \* How does it advance knowledge?
  - \* Provide a rationale.

# Tips and Advice

- \* Start soon (rather than later) – do your prep work
- \* Think about the emphasis of your project
- \* Articulate /share with others – this helps with clarity
- \* **Read the Questions** on the application and answer the question.



# Writing objectives:

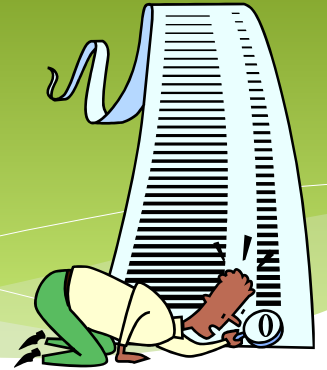


- \* Defining the objectives of your sabbatical project is one of the most important components to **articulate** (after purpose and goals).
- \* Objectives help you **determine** factors and approach that you will use to reach your goals.
- \* Objectives **shape** the questions you ask, and **guide** your analysis and reports.
- \* Objectives often use **verbs** such as: explore, examine, define, understand, interpret, synthesize.

# Writing objectives:

- \* Identify some of your objectives (as they stem from your purpose and goals)
- \* Examples are: \_\_\_\_?
- \* Think about wording and clarity

# Design, schedule, results, dissemination, outcomes



- \* Identify your **design and work plan**
- \* Provide a **timeline**: what are you doing from month to month, or every two months? This helps you determine if your project is manageable.
- \* How will the **results be reported** and disseminated?
- \* Identify your tangible **outputs**.

# Tips and Advice

- \* Think about connections (to the field, discipline, your program, to the community, the university).
- \* Be clear about outputs, outcomes and dissemination (papers, books, reports, conference presentations, workshops, faculty presentations).

# Submitting your application

- \* Make sure you have all accompanying **documents** to your sabbatical application.
- \* Review the **handbook**.
- \* Deadlines begin in September to your department/School and then to your Dean/AVP/VP.
- \* You will be given time to revise your application, particularly based on feedback from your Dean.
- \* Absolute deadline: November 30.
- \* Late applications not accepted. Incomplete applications not accepted.

# Application Deadlines

September – Department feedback

September 30<sup>th</sup> - Department Head/Director feedback

October 16<sup>th</sup> – Dean's review and feedback

November 15<sup>th</sup> – Submission of finalized application

November 30<sup>th</sup> – Dean's electronic confirmation

# Review of applications

- \* The review of applications is completed by a faculty subcommittee.
- \* Review process occurs in January-February.
- \* You may be asked to clarify or expand aspects of your application.

# After approval

- \* What if something changes? There is a form.
- \* You must contact your Dean (AVP or VP) and the AVP, RGS, if your activities change. This is because you will be approved for a specific set of activities and outcomes. Changes to your plan must be consistent with the time frame and expected outcomes.
- \* Your Dean (AVP or VP) must approve the changes. HR would also be advised at the time.



# After sabbatical

- \* You will receive a template to submit a Sabbatical Report for your work.
- \* This is important to note so that your report is aligned with what you proposed to do.
- \* Your Sabbatical report is due October 31 and is reviewed by the Dean and the AVP. There is usually follow-up if the sabbatical outcomes are incomplete.

# Questions: Who to talk to?



- \* Research and Graduate Studies:  
[garry.fehr@ufv.ca](mailto:garry.fehr@ufv.ca) ; [rosa.release@ufv.ca](mailto:rosa.release@ufv.ca)
- \* Research Mentors: *Olav Lian, Lenore Newman, Scott Sheffield, Michael Gaetz.*
- \* <http://www.ufv.ca/research/faculty/r2r-research-mentors/>
- \* Your colleagues who have applied in the past.