

## SABBATICAL LEAVE PROPOSAL GUIDELINES 2026/27

The Sabbatical Leave Committee has developed the following criteria to assist faculty members in the preparation of their application materials:

The Committee will accept applications for sabbatical leave which meet any of the following criteria:

1. **Scholarly Research or Creative Activity:** Scholarly research or creative activity requiring more time and effort than is normally available in the course of an academic year. Examples of this include the undertaking of a large-scale research project, the writing of a scholarly monograph or textbook which entails a novel approach to the subject or new knowledge creation, spending time away from campus for the purpose of studying with acknowledged experts in a given area, or working in a specialized lab not available at Quinnipiac University.
2. **Major Innovation in Instruction:** A proposal for the systematic study or implementation of a major innovation in instruction, again with the provision that such a program requires more time and effort than is normally available in the course of an academic year.
3. **Professional Affiliations:** Professional affiliations with practitioners in the faculty member's field of appointment, to update, increase, and expand professional skills, if such skills are necessary to, and part of, teaching and professional duties, where such affiliation requires presence away from Quinnipiac. Proposed activities for professional development must require more time and effort than is normally available in the course of an academic year.

The nature of the activity should expand clearly and considerably beyond the general contractual obligations of the applicant. Sabbatical Leave applications for the purpose of more intensive reading to keep up with one's field or to construct new courses typically do not qualify. If, on the other hand, the applicant can demonstrate that in order to maintain a position of expertise in an area, they must devote more time and effort, however spent, than standard academic integrity would demand, then indeed they could qualify. All proposed sabbatical leave activities should entail more time and effort than is normally available in the course of an academic year, in light of the faculty member's teaching and service responsibilities.

### Submission Process

Your proposal should be submitted as one document. Use the following outline as a guide in your response:

1. **Completed Sabbatical Leave Cover Sheet**
2. **Detailed Description** - A detailed (no more than ten pages) description of the proposed project that includes the following sections:
  - a. A brief statement of the goal(s) of the project (e.g., project's contribution to scholarly knowledge about topic, specific innovative curricular development, or specific goals attained through professional development).

- b. Background on the topical area (e.g., literature review, brief history, relevance to applicant's discipline, and/or the state of knowledge in the areas to be). This section should include relevant citations.
  - c. Clear and specific description of your planned methodology and/or activities to be performed during the sabbatical leave.
  - d. Timeline for project completion (with plans for completing the project if it will extend beyond the period of sabbatical leave). This timeline should include plan for dissemination of work.
  - e. Clear articulation of expected outcome(s) of the project and/or specific applications of the project, depending on the type of project proposed for sabbatical:
    - i. In case of a sabbatical for scholarly research or creative activity, name(s) of the potential peer reviewed journals, academic presses, exhibitions, and/or conferences where the scholarly research/creative activity will be disseminated, as well as, how the project will positively and specifically impact your contributions to Quinnipiac University. In the case of a textbook, articulate how your textbook entails a novel approach to the subject or new knowledge creation.
    - ii. In the case of curricular innovation, a clear description of how such innovation will positively and specifically impact your contributions to Quinnipiac University. In addition, describe plans for public dissemination, if any. (note: applications with plans for publication will be given priority)
    - iii. In the case of professional affiliations, a clear description of how such development will positively and specifically impact your contributions to Quinnipiac University. In addition, describe plans for public dissemination, if any. (note: applications with plans for publication will be given priority)
  - f. If AI was used in generating any part of this application, describe the ways in which you used AI.
  - g. Description and documentation of contacts and resources made in advance to enable you to carry out your sabbatical activities (e.g., any specific arrangements, professional affiliations, publishing contracts, if relevant).
  - h. Description of any travel expenses, financial aid, or pay you will receive from sources other than the University. If you will receive travel expenses, financial aid, or pay from sources other than the University, you must not be required to perform duties which will substantially interfere with the purposes for which the leave is approved.
  - i. Documentation of relevant research approval (e.g., IRB, IACUC) or a detailed plan to obtain appropriate approval, if your research involves human subjects or animals.
3. Your updated *curriculum vitae*
4. If you have had a previous sabbatical, provide a copy of your prior sabbatical's final report submitted to the Sabbatical Committee. If a prior sabbatical was not successful, explain what has changed that will support success in the next academic year.

Sabbatical Leave proposals are due by **October 15th at 5pm** of the academic year before the proposed leave. **To submit: applications must be submitted electronically following the instructions from the Sabbatical Leave Committee. Applications must be in a single pdf file and include the cover sheet and all items listed above.** You should send a copy of the application should be sent to your department chair and dean. Questions may be sent to [sabbatical@quinnipiac.edu](mailto:sabbatical@quinnipiac.edu).

#### **Award Process**

The Sabbatical Leave Committee generally receives more requests for leaves than it can award. The Committee considers the strength of the research proposal as well as the above criteria when making its decision. Priority will be given to proposals with plans for publication. The Committee members come from a variety of disciplines and will not be specialists in your field. Therefore, make sure you explain your proposal so that it is understandable to colleagues outside your field of study. Prior to submission, it is recommended that you ask someone outside of your department or school to review your proposal to see if they understand your proposal and what you expect to accomplish.

### **Responsibilities of Sabbatical Leave Recipients**

A faculty member who received a sabbatical leave is expected to:

- 1) return to Quinnipiac for the following academic year,
- 2) submit a report of their sabbatical leave activities to the Associate Provost for Faculty Affairs for inclusion in their personnel file. This report shall be submitted no later than *March 1<sup>st</sup>* for those who had a fall sabbatical and no later than *October 1<sup>st</sup>* for those with a spring sabbatical – faculty who do not submit a report by the due date will not be eligible for future sabbatical leaves,
- 3) present their work in a Sabbatical Leave Seminar or similar forum during the follow academic year, if requested.