**Sabbatical Proposal**

**Instructions**

Please follow the format outlined below. Be specific, concise, and coherent. *Your proposal must be written so that someone outside your field can readily understand it.* Make certain it is clear how your objectives relate to the project you describe in your background, as well as how your activities will accomplish these objectives.

1. **Summary**Describe your project in no more than a sentence or two. This summary will be used to report your approved sabbatical to the President.

2. **Abstract** Describe your project, its value, and the expected outcomes in a paragraph or two.

3. **Background** Describe the project you propose to undertake. Show how it fits within the broader context of your discipline. Explain why it seems to be worth undertaking.

4. **Outcomes** Be specific about what you plan to accomplish by the conclusion of your sabbatical. (for example, a book, a performance, a new course, etc.)

5. **Activities** Explain the activities you will undertake to achieve your outcomes. Be sure you show how these activities relate to your outcomes. Indicate the approximate amount of time to be spent on each activity.

6. **Results** Identify those who are most likely to benefit from the results of your project. Explain what those benefits are most likely to be. Note: Recipients of sabbaticals are subject to the Pace University Policy on Copyright of Instructional Materials (see University Faculty Handbook). Submission of a sabbatical application will be understood to imply that you have read and agree to this policy.