

EASTERN MICHIGAN UNIVERSITY
COLLEGE OF ARTS & SCIENCES

Inter-office Memo

11/02/09

To: Department Heads
Department Secretaries
Department Personnel Committee Chairpersons

From: Diane Winder, Associate Dean (I)

Re: Order of Materials for Sabbatical Leave Applications

Information on the following page is provided for use by your office staff in preparing and transmitting Sabbatical Leave applications and materials. **Please note the differences in Sabbatical Leave applications:**

One Semester Leave Applications: The College of Arts & Sciences is to receive, for use by the College Committee on Research and Sabbatical Leaves, **twenty-two (22) copies** of each application packet, **plus the original (23 total)**. In addition to these 23 copies an **electronic copy** is to be sent to Angela Davidson (adavids2@emich.edu) in the CAS Dean's Office. Please deliver to 411 Pray-Harrold no later than **November 17th** at 12pm.

Two Semester Leave Applications: The College of Arts & Sciences is to receive the original application and electronic copy only. Please forward an **electronic copy** to Angela Davidson (adavids2@emich.edu) in the CAS Dean's Office. Please deliver to 411 Pray-Harrold no later than **November 17th** at 12pm.

FRF Applications are due to CAS Dean's Office (411 Pray-Harrold) by Tuesday, November 17th at 12pm.

ORDER OF MATERIALS FOR SABBATICAL LEAVE AWARD APPLICATIONS

Prepare and deliver the **original** application materials and twenty-two (22) copies of each application packet. (23 total) ****Only One Semester Leave Applications need 22 extra copies.**

Components and Order

(page 4-7 of Sabbatical Leave Guidelines)

Starting from the front of each application packet, assemble materials as follows:

- I. Application for Sabbatical Leave. Please paper clip the application page to the front of materials. **Do not staple this page.**

- II. **Ten-page Narrative - Label** each component
 - a. Title Page/Abstract
 - b. Overview of the Project
 - c. Goals and Objectives
 - d. Project Description: Use of Time and Resources
 - e. Project Outcomes
 - f. Predictors of a Successful Project: Applicant Background, Preparation, & Track Record

- III. Appendices - not considered part of the ten-page narrative
REQUIRED DOCUMENTS
 - ▷ Bibliography or List of References (only if works are cited in proposal)
 - ▷ Current Vita
 - ▷ List of Fellowships, Grants, Awards applied for or received
 - ▷ Letters of Permission/Access***Optional Supporting Material***
 - ▷ Any other material applicants deem helpful to reviewers
 - ▷ Do not include internal & external letters of support other than letters of permission/access.

- IV. Department Summary Statement
Explain proposal's strengths and weaknesses and the significance of project in the context of discipline (Guidelines, p. 7-8). Attach Department Committee Statement, then Department Head Statement*.

**Required by College of Arts and Sciences*