California State University, Channel Islands
Sabbatical Leaves: Criteria Defining a Meritorious Application

At all levels of review, applications for sabbatical leave shall be evaluated on the basis of three criteria: appropriateness of the proposal, benefits of the activities, and the practicality of attaining the stated goals and outcomes.

- **Appropriateness:** Sabbatical leaves may involve professional development, courses of study, creative or scholarly projects, or other experiences of a scope or nature not possible through normal workload assignments. Appropriate sabbatical leave activities may include, but are not limited to, the following; this list implies no ranking of relative worth among the categories.

  1. A course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within his/her field, or the development of a new field of specialization;
  2. A plan for professionally beneficial travel, which will enable the applicant further to develop his/her knowledge, skill, or expertise in a discipline or area of specialization within a discipline;
  3. Professional development of a scope or nature not possible through normal workload assignment;
  4. Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through normal workload assignment;
  5. Study or experience designed to improve teaching effectiveness;
  6. Study or experience designed to improve professional practice.

- **Benefits:** Sabbatical leave projects should demonstrate clear promise of producing results beneficial to students, to the development of the profession or a discipline within the profession, to the University, and/or to the faculty member as a teacher, scholar, or professional practitioner.

- **Practicality:** Sabbatical leave proposals should have clearly defined and articulated goals and should state outcomes that are realistically attainable and would lead to actionable results. Goals should be clearly and reasonably defined, the research methodology should be identified and understandable to a faculty member outside the discipline, and the timeframe for completion of the outcomes should be realistic and attainable.