

Preparing Your Sabbatical Application

June 2026

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

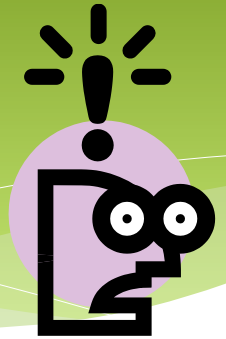
Sabbatical Streams

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

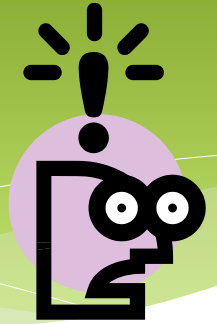
- * Clarity of **description** – the language should be clearly written without too much ‘jargon’, as the application will be adjudicated by a cross disciplinary committee
- * Clarity of **commitment** -- applications must be clear on how much work the project or activity actually requires
- * Clarity 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.....



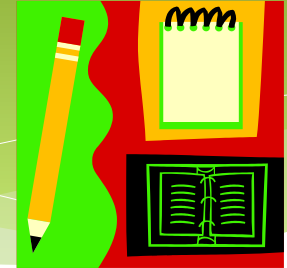
- * **Unclear** purpose, goals, objectives, “methods” and outcomes.
- * Unclear fit into the various **types of sabbatical eligible** streams (research, scholarly activity, teaching & learning, curriculum development, completion of requirements for new credentials)
- * One project only – the project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

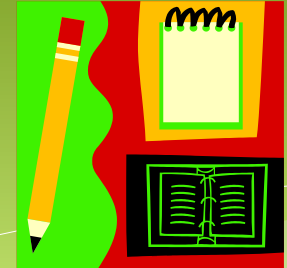


- * The project summary is approximately 250 words. This is a clear statement of purpose, relevance and value of the project.
- * Summary should include:
 - * Why is this important?
 - * How does it advance knowledge?
 - * Provide a rationale.

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 questions.

Writing objectives:

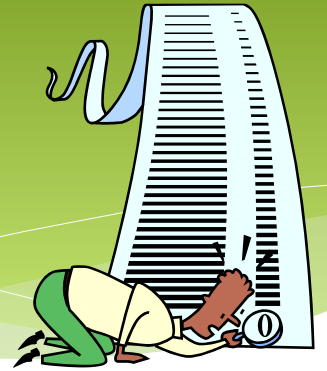


- * Defining the objectives of your sabbatical project is one of the most important components to **articulate** (after purpose and goals).
- * Objectives help you **determine** factors and approach that you will use to reach your goals.
- * Objectives **shape** the questions you ask, and **guide** your 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)
- * Objectives are steps on the staircase or subgoals
- * 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 15.
- * Late applications not accepted. Incomplete applications not accepted.

Application Deadlines

September – Department feedback

September 30th - Department Head/Director feedback

October 16th – Dean's review and feedback

November 15th – Submission of finalized application

November 30th – 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 ; rgs@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.