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INSTRUCTIONS for Application for Sabbatical Leave  
Seaver College  
For the Year 2014-2015

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**Entire application INCLUDING CHAIR'S ENDORSEMENT is due by noon on June 3, 2013 to  
Michael Feltner, Associate Dean, x4312**

I. **Cover Sheet** (1 page, **REQUIRED**). The following components must be included.

- A. Name: \_\_\_\_\_ Division: \_\_\_\_\_  
Rank: \_\_\_\_\_
- B. Sabbatical Leave would be taken: Fall 2014 \_\_\_\_\_ Spring 2015 \_\_\_\_\_ both \_\_\_\_\_ (Seaver College allows one semester with full pay or one year at half salary. Applicants are encouraged to pursue external funding for a one-year sabbatical.)
- C. Where do you intend to pursue your sabbatical? (Sabbaticals conducted away from Seaver College are encouraged.)
- D. Do you plan to pursue any part-time employment during your sabbatical? If so, please explain. (Generally Seaver College recommends one full semester of leave. Employment plans during a sabbatical should be discussed and resolved with the Division Chair and the Seaver Dean **before** submitting the application.)
- E. Have you previously been granted sabbatical leave from Pepperdine University? Yes \_\_\_ No \_\_\_
- F. If so, what was your project? How was your scholarly or artistic project presented, published, or otherwise disseminated? (List publications, shows, or other evidence of scholarly or artistic achievement.)
- G. Title of proposed Project: \_\_\_\_\_
- H. Abstract of proposed project (200 words or less, in language the committee members can understand.)

II. **Description of Proposed Project**: Describe your proposed project **in 2-5 pages** (including bibliography, if needed), using the following outline:

- A. Title

- B. Background of problem or description of area to be studied. Keeping in mind that members of the committee do not share your expertise, explain, for example, the educational trends related to the project, unresolved scholarly issues, social concerns, and educational or other needs to be answered.
- C. Project Procedures: Briefly explain your methodology or approach. For example, consider your schedule of planned work or itinerary, the kind of data and manner of analysis, reading lists, and research tools to be used. Describe planned visits to locations such as libraries, special collections, institutions, lectures to be attended, names and positions of contact persons, as well as other requirements.
- D. Expected Products: state what you will produce with this leave time, such as books, articles, artistic works, syllabus revision, new course, and curriculum proposals.
- E. Cost and Expense Considerations (such as travel, living expenses, photocopying and word processing expenses, and other project-related expenses). Applicants are responsible for their own expenses. Have you applied or intend to apply for any other funds to support you while on sabbatical leave? If you have support from external agencies or other universities, please include that information.
- F. Why would sabbatical leave be particularly useful to you at this time? Consider, for example, the timeliness of the project, the value to your professional development or development as a teacher, the amount of time needed for the project, and the long-term benefits of this project to the University.
- G. What is the value of this project to Seaver College students and to Seaver College? Consider, for example, how it would contribute to your ability to direct specific kinds of student research, increase your expertise in a specific area in which you teach, contribute to course revision or development, or specific ways it might enhance the reputation of Seaver College.

III. **Supporting Data (2-5 pages).** The entire application document must be 10 pages or less.

- A. Endorsement by division chairperson (1 page, template attached) **REQUIRED**. Applicants are **STRONGLY** encouraged to discuss sabbatical plans with the chair as early as possible.
- B. Abbreviated curriculum vitae (1-2 pages) **REQUIRED**. Include education, professional experience, awards and honors, selected publications, and other relevant data.
- C. Other supporting data (e.g., letter[s] from host institution[s], itinerary, etc.)