

**Office of the Provost and Executive Vice President for Academic Affairs  
University of Rhode Island**

**CRITERIA AND GUIDELINES for SABBATICAL LEAVE  
2027 -- 2028**

The University will be accepting and reviewing applications for sabbatical leave for the 2027-2028 academic year via Interfolio. Applications are due to department chairs by September 8, 2026, and to the college dean by September 15, 2026. Deans' recommendations are due to the Office of the Provost by October 15, 2025.

Please refer to §22.1 of the *Agreement between the RI Board of Trustees and URI Chapter/American Association of University Professors* for outlines of the policies and procedures concerning sabbatical leaves.

The following list of criteria and guidelines should be used by faculty members preparing sabbatical leave applications for the 2027-2028 academic year. The order below is not intended to indicate relative importance.

**A. CRITERIA**

1. **Value and Professional Growth:** the sabbatical leave activity will be judged by the faculty member's department chair and dean and the sabbatical review committee to be of value to the University and to have an important contribution to the applicant's professional growth and/or to the applicant's field.
2. **Uninterrupted Time and Location:** the sabbatical leave activity should be of a nature that could not normally be pursued or pursued as expeditiously while the faculty member is engaged with his or her regular academic responsibilities. The sabbatical leave is intended to provide an uninterrupted period for scholarly enrichment. The location of the sabbatical leave must be related to the purpose of the leave and scholarly activities. The faculty member should describe the importance of the sabbatical leave location.
3. **Scholarship and/or Retraining:** the sabbatical leave activity should involve original scholarship and research or retraining and updating to meet the goals and needs of the University. In either case, the applicant should indicate the importance of the leave activities and the preparation that has gone into the proposed project.
4. **Past Performance or Potential for Effectively Using Sabbatical:** the past performance of the applicant and/or the applicant's potential for effectively using the sabbatical leave will be evaluated to determine the likelihood of successfully completing the proposed work. The department chair and dean should pay special attention to the applicant's past performance on sabbatical leaves and/or during periods when the applicant was supported by summer faculty fellowships or research grants. In cases where past performance may be inadequate, the applicant's need and potential for effectively using a sabbatical leave, as well as the needs of the University, should be considered.

5. Specific Plan: the sabbatical leave applicant's proposal must be sufficiently specific and detailed to demonstrate that the applicant has a well-designed project and reasonable assurance that this activity can be completed within the period of the sabbatical leave.

## B. GUIDELINES

Faculty members should follow these guidelines in preparing sabbatical leave applications.

1. The written text of the sabbatical leave proposal should not exceed five (5) typewritten pages (excluding curriculum vitae, appendices, letters, bibliography, etc.).
  - a. The applicant should be specific about the **intended outcome** of the leave activity in the sabbatical proposal. If the applicant intends to finish a book, for example, an outline of its contents should be provided in an appendix. Book project proposals benefit from a publisher's contract or letter of interest.
  - b. The applicant should describe the specific **methods** by which the research, scholarly activities, or training will be accomplished (sampling techniques, statistical methods, artistic media, etc.) in sufficient detail to allow the sabbatical review committee to make an evaluation of the proposed activities.
  - c. The applicant should document the specific **logistical arrangements** for the use of laboratory space, studio space, or library facilities. If relevant, a letter of invitation should be included.
  - d. A **timeframe** should be noted for accomplishing sabbatical leave goals. The applicant should indicate what portion of the research, writing, or other scholarly activity he or she hopes to complete during the stated period of the sabbatical leave. This is especially important if it is time rather than special facilities that an applicant requires to complete a project.
2. A short bibliography relevant to the activity being proposed should follow the written proposal.
3. Appendix A of each proposal must include a one-page summary by the applicant of past performance of the applicant and/or the applicant's potential for effectively using a sabbatical leave. Faculty members who have taken previous sabbatical leave should include the report of sabbatical activities (see §22.1.D.3 of the collective bargaining agreement) from their most recent sabbatical.
4. Where deemed appropriate by the applicant, evaluations of the project should be appended to provide reviewers with a basis for evaluating the proposal. Other appendices could include the aforementioned letters of invitation from other institutions, book contracts, letters of interest from publishers and/or funding agencies, etc.

5. The applicant should supply a current abbreviated curriculum vitae (maximum of three pages) that is relevant to the sabbatical leave activity being proposed. Please list publications and scholarly activities since the date of your initial appointment or your last sabbatical leave.
  
6. Do not include information about the need for replacement on the form or in the proposal.

Faculty who seek extramural support for their sabbatical activities are urged to contact the Division of Research and Economic Development for support.