

**All proposed language in red, all emendations are struck through:
(FPPM 2016–2017)**

ARTICLE XII -- COMMITTEE ON FACULTY DEVELOPMENT

Section 1. This committee shall make recommendations to the Senate on policies on sabbatical and other academic leaves, policies on faculty development.

Section 2. This committee shall make recommendations to the appropriate administrative offices on faculty sabbatical and other academic leaves **and** on faculty development and research grants.

Section 3. This committee shall be appointed by the Executive Committee and shall consist of 7 faculty members including at least 2 Senators.

Section 4. The term of office for this committee shall be for one year, but individuals may serve additional terms.

Section 5. The chair of this committee shall be appointed by the Executive Committee.

J. COMMITTEE ON FACULTY DEVELOPMENT

1. **Purpose and Duties:** The committee shall make recommendations to the Senate on policies on sabbatical and other academic leaves and policies on faculty development. The committee shall make recommendations to the appropriate administrative offices on faculty sabbatical and other academic leaves, and on faculty development, and research **or training grants**.
2. **Membership:** 7 faculty members including at least 2 Senators.
3. **Ex-officio Members:** None.
4. **Tenure Restrictions:** None. But see [7 below](#).
5. **Department Restrictions:** No more than one from a department unless there are good reasons to make exceptions.
6. **College Restrictions:** At least 1 member from each college
7. **Other Restrictions:** No current member of this committee may submit a proposal for either a sabbatical or a connections award. Committee members must hold the rank of professor or associate professor and be actively engaged in scholarly and/or creative research in their disciplines.
8. **Term of Office:** 1 year. Eligible for reappointment.
9. **Method of Selection:** Appointed by the Executive Committee of the Faculty Senate.
10. **Chair:** Appointed by the Executive Committee of the Faculty Senate.
11. **Reporting Route:** To the Faculty Senate.

AA. LEAVES OF ABSENCE

1. **Sabbatical Leave Program.**

The term “Sabbatical Leave” at Longwood University describes leave that enables a faculty member to undertake writing, research, curriculum development, and other creative endeavors that would not be possible in the course of normal college responsibilities. The President of the University may grant sabbatical leave to a tenured member of the faculty as recognition of excellent service and scholarly achievement.

The leave is to be used for further professional development which may involve research, formal study, or other pertinent activity to enhance the competence of the faculty member; however, such leave may not be used for degree completion.

The faculty member on leave remains on contract to Longwood University, enjoying the same rights and privileges and adhering to the same constraints as when the faculty member engages in full-time teaching. Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary.

Employee benefits other than salary (e.g., insurance and retirement plan contributions) shall continue during the period of the leave for the faculty member on leave on the same basis as for other faculty members not on leave.

- a. Eligibility. A sabbatical leave may be granted to a tenured faculty member who has completed not less than six years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. **Faculty are eligible to apply for a sabbatical during their sixth year while being reviewed for tenure, but all approved sabbatical leaves are contingent on approval of tenure decisions by the Board of Visitors.**
- b. Application Procedure and Proposal Guidelines. A candidate for a sabbatical leave must submit a proposal to the Committee on Faculty Development. [Appendix O](#) contains procedures and guidelines for such a proposal. Any additional procedures or guidelines for proposals will be distributed by the Committee on Faculty Development within the first five weeks of the fall semester and will also be available in the office of the Provost and Vice President for Academic Affairs (PVPAA).

A sabbatical leave proposal must be approved by the candidate’s department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in [Appendix M](#) of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. (If a department chair is applying for a sabbatical leave, applications for sabbatical leave from members of that department require only the dean’s prior approval.)

If a sabbatical leave is not recommended by a department chair, dean, or the Committee on Faculty Development, a written rationale for the decision must be provided to the applicant and the applicant may provide a written response. **Any rationale must be based solely on the merits or detriments of the sabbatical application, excluding any reference to the tenure process if the applicant is up for tenure review. The written rationale and response must be**

included in the application packet and forwarded to the Committee with all other materials for consideration.

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his or her recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting sabbatical leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

- c. Timeline. A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by ~~the Wednesday after Thanksgiving~~ **the first day of the Spring semester**. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (~~no later than the Monday before Thanksgiving~~) **at least 7 working days prior to the application deadline**. Applicants will be notified by the ~~last Friday in January~~ **third Monday of February** whether a leave will be granted.
- d. Obligations Upon Program Completion. A sabbatical leave is granted on the condition that, at the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in salary during the leave. Details of current provisions for repayment are available in the Office of Human Resources.

A faculty member who has been granted a sabbatical leave will be required to write a brief but detailed report on the work accomplished during the time on leave. This report ~~should~~ **must** be submitted to the PVPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's or full year's leave. Faculty members who fail to submit a written report will not be eligible to receive ~~future sabbatical or faculty connections leaves~~ **further grants/awards/leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.**

2. **Ordinary Leaves.**

Longwood University recognizes that further study, research at other institutions, and travel are necessary to maintain the effectiveness of the faculty. Requests for leaves of absence are initiated by the faculty member in writing to the department chair. The department chair makes a recommendation to the appropriate college dean, who makes a recommendation to the PVPAA, to whom has been delegated the authority for granting leaves of absence.

3. **Advanced Study Leaves.**

Under the provision of the state personnel system, Longwood may, in certain circumstances, grant a faculty member a leave with partial salary to continue work for an advanced degree.

4. **Faculty Connections Program.**

The faculty connections program provides tenured members of the Longwood University faculty with opportunities to use their talents, background and expertise in the world outside of the university in organizations or other educational settings.

Benefits accrue to the organizations that have use of the particular faculty member's expertise on site. Faculty members receive benefits by being involved in contextual situations outside the classroom.

A faculty member selected for this program will work for the outside organization on a full-time basis for one academic semester, fall or spring, with no reduction of salary or benefits. Summer sessions are not included in this program.

- a. Eligibility. A faculty connections leave may be granted to a tenured faculty member who has completed at least three years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. Faculty are not eligible for a sabbatical leave and a faculty connections leave during the same academic year.
- b. Application Procedure and Proposal Guidelines. A candidate for a faculty connections leave must submit a proposal to the Committee on Faculty Development. The faculty connections leave proposal must be approved in advance by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in [Appendix M](#) of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. [Appendix N](#) contains guidelines for faculty connections leave proposals.

~~Proposals should contain the information listed below.~~

- ~~(1) — A current curriculum vita.~~
- ~~(2) — The reason or reasons the faculty member feels he or she would benefit from being selected for this program.~~
- ~~(3) — The organization or organizations that the faculty member would like to work for during the length of the program, and the reasons for that choice.~~
- ~~(4) — Any additional expenses, up to \$1,000, that the faculty member expects to incur as a result of having to travel away from Farmville or having to stay in another geographic area. Expenses of this type will not affect the faculty member's proposal negatively, but must be included in the overall funding request.~~
- ~~(5) — Specific benefits that would accrue to the faculty member, the department and the college as a result of participation in this program.~~
- ~~(6) — Any additional information that the faculty member believes will support his or her application.~~

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting faculty connections leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

Faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date. A contract binding the faculty member, the outside

organization, and Longwood University will be prepared and signed by all concerned. Once a signed contract for participation is received, the academic dean can finalize hiring of any adjunct faculty required to perform the academic duties of the faculty member on leave.

- c. Timeline. A completed application for a faculty connections leave must be received by the chair of the Committee on Faculty Development ~~the Wednesday after Thanksgiving~~ **the first day of the Spring semester**. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (~~no later than the Monday before Thanksgiving~~) **at least 7 working days prior to the application deadline**. Applicants will be notified by the ~~last Friday in January~~ **third Monday of February** whether a leave will be granted.
- d. Obligations Upon Program Completion. A faculty member who has completed a faculty connections leave will be required to prepare a report about the experience with the outside organization. This report must be approved by the outside organization. No organization-sensitive information is to be included. After it has been approved by the outside organization, this report will be presented to the appropriate department chair, dean, and the PVPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's leave. Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.

Faculty members are also encouraged to present their faculty connections leave findings to members of the faculty and/or members of other organizations outside the university community.

5. **Repayment Of Leaves.**

Faculty members receiving ordinary, advanced study, or faculty connections leaves are required to teach at Longwood, upon their return, for a period commensurate with the amount of salary received. If a faculty member fails to fulfill this obligation, repayment of the amount received will be made. Details of current provisions for repayment are available in the Office of Human Resources.

6. **Leave Without Pay.**

Upon the recommendation of the department chair and the appropriate college dean, and with the approval of the PVPAA, a leave of absence without pay may be granted. A leave of absence is granted for a period not greater than one year, although in certain instances a renewal may be granted as the first year comes to an end. Under no circumstances will a leave of absence be granted for more than two years. When a leave of this nature is granted, the faculty member should check with the Office of Human Resources with regard to the continuation of faculty benefits.

References: Minutes of the Organization of Teaching Faculty, April 6, 1989; Longwood Administrative Handbook, Faculty Senate, 1998, Board of Visitors, April 23, 1999. Faculty Senate, October 12, 2000; March 19, 2009; March 18, 2010. Board of Visitors, March 24, 2001, June 13, 2009; June 10, 2010.

BB. FACULTY DEVELOPMENT AND RESEARCH

1. **Definitions:** Faculty development includes activities to improve instruction and/or curriculum. Research may involve experimentation, artistic performance, and documentary search and/or survey. It may include the review of literature and/or the collection, analysis, and interpretation of data, as well as the presentation of results in a manner acceptable to the discipline involved.
2. **Policy:** Any member of the full-time faculty may apply for funds for development and/or research projects to be carried out during the summer months or during periods of leave from the University. Generally, funds are to be restricted to expenses incurred during the course of the development or research project; in years when sufficient funds are allocated for development or research, some stipends may be granted as well.
3. There are two major categories of grants available:
 - a. Faculty Development Grants: These grants may be awarded for travel, producing or participating in workshops, taking courses, or for other activities directly related to the development of curriculum and instruction.
 - b. Faculty Research Grants:
 - (1) Summer Research Assignments - a limited number of grants are available for research projects that require an extended period of study;
 - (2) Faculty Grants-in-Aid - these grants are awarded for smaller projects;
 - (3) Research-related Travel - these grants are given, for example, to travel to a library or museum or field site for study of materials not available locally.
4. **Procedures:** An applicant for a research or development grant will submit a proposal to the Committee on Faculty Development. This committee will review all proposals and make recommendations to the Provost and Vice President for Academic Affairs (PVPAA). Any research involving human or animal subjects must also be approved by the Human and Animal Research Review Committee. The PVPAA will notify each applicant in writing whether or not his/her grant proposal has been approved and will send copies of such notice to the department chair, college dean, and to the Committee on Faculty Development.

Applications for faculty development grants and research grants must be submitted by the last Monday in January. Applicants will be notified of grant approval by third Monday of March.

5. Proposal guidelines can be found in [Appendix M](#). Any additional procedures and guidelines for proposals will be distributed by the Committee on Faculty Development early each fall and will also be available in the Office of the PVPAA.
6. Recipients of research or development grants are required to submit a written report of their activities during the period of the grant. This report ~~should~~ **must** be submitted by September 1 for a spring or summer grant and by January 30 for a fall grant. Copies of the report go to the PVPAA and to the Committee on Faculty Development. Faculty members who fail to submit such a written report will not be eligible to receive future grants.

Reference: Minutes of the Organization of Teaching Faculty, April 27, 1989.

APPENDIX M
Guidelines for Faculty Research and Development Grants

Applicants for research and development grants must prepare a proposal according to the following guidelines. Proposals ~~may earn a maximum of 40 points,~~ **are** judged on academic significance and quality of research including but not limited to soundness of rationale and objectives, detailed explanation of proposed procedures and expected outcomes and the qualifications of the faculty member to carry the project to completion. All of the following areas must be addressed even if answered “none” or “not applicable.” ~~Items not answered will receive a rating of zero.~~

I. COVER PAGE

Name of applicant

Address (Home and Office)

Phone Number (Home and Office)

Type of grant sought (Faculty Development or Faculty Research) Period during which grant will be used

Amount requested Date of submission Signature of applicant

Signature of Departmental ~~Office~~ **Chair**

Signature of the Dean's **Office**

II. PROJECT ABSTRACT. On a separate page (minimum 100 words, maximum 250 words) ~~5 point maximum.~~

III. NARRATIVE DESCRIPTION OF PROJECT (six double-spaced pages maximum)

A. ~~Rationale. Explain the value of the project to you, your profession, the University and your students in terms of research, creative endeavors, curriculum development, or instructional development. 7 point maximum.~~

B. ~~Goals. Describe specific project goals with attention to specificity, clarity, creativity, and originality. 2 point maximum.~~

C. ~~Subjects. Describe subjects to be used and their expected roles. (The necessary consent forms for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum). 1 point maximum.~~

D. ~~Procedures. Describe the general approach to the project including justification of budget items. A time line for the development and completion of the project should~~ **must** also be included. **If applicable, also describe subjects to be used and their expected roles. (The necessary consent forms for animal and human research are available in the office of the PVPAA and a copy must be attached to the proposal as an addendum). 5 point maximum.**

E. ~~Expected Outcomes. Describe the expected results of the project and the impact upon courses, students, and your profession. Describe plans for publication, presentation, course materials, other means of disseminating, or implementing the results at Longwood University. 5 point maximum.~~

F. Benefit to Longwood. Explain the value of your project to your department, to Longwood

University, and to your students in terms of your research, scholarship, teaching, and/or service. Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.

G. Current status of project. Describe what preliminary research you have already undertaken or other preparation you have accomplished thus far. ~~5 point maximum.~~

H. ~~Personnel.~~ **Vita.** An up-to-date vita must be submitted with the application. ~~Include a vita or narrative description, one page maximum, of the qualifications of the faculty member carrying out this project. (Qualifications of others involved may be included in the summary form).~~ ~~2 point maximum.~~

IV. **BUDGET.** The total figure submitted should be itemized in broad categories such as travel, equipment, supplies, or other significant line items. Every attempt should be made for the efficient use of funds. Note: funds distributed by this committee may be subject to state and federal taxes. ~~5 point maximum.~~

V. **PREVIOUS GRANTS.** List previous research grants received from Longwood and outside sources (including Longwood Foundation). ~~Listing grants will supports one's ability to secure funding and continue significant research. For those faculty who have never received a grant, an answer of "none" will support the desire to begin significant research.~~ ~~3 point maximum.~~

One copy of the sign-off sheet ~~should~~ **must** be submitted to the Chair of the Faculty Development Committee by the specified deadline. The grant proposal ~~should~~ **must** be submitted via email as an attached document as specified by the Chair in the call for proposals. If the grant is not recommended by the department chair, the dean or the Committee on Faculty Development, their rationale must be in writing and the applicant may respond in writing to the rationale. Faculty members will be notified in writing regarding the acceptance or rejection of the proposal within one week of the date final decisions are made.

Applications for faculty development and research grants must be submitted by the last Monday in January. Applicants will be notified by the third Monday of March.

Cover Sheet

Faculty Sabbaticals/Faculty Connections, Development and Research Grants and Faculty Awards

Forward proposals to chair of appropriate subcommittee:

Chair of Sabbaticals/Connection Subcommittee

Proposals for Sabbaticals/Connections are due ~~the Wednesday after Thanksgiving~~. **The first day of the Spring semester.**

Chair of Development and Research Grants Subcommittee Proposals for Grants are due the **last Monday in January**

Chair of Faculty Awards Subcommittee Nominations for Faculty Awards are due **February 1**

All submissions should **must follow the guidelines provided in the current Longwood University Faculty Policies and Procedures Manual. Submissions that do not follow current guidelines will not be considered for approval.**

Faculty: _____ Date: _____

If the current proposal is accepted/funded, the University Committee on Faculty Development would like to make the document available in the future for perusal by other faculty, on a University website, to serve as an example of a successful proposal. All personally identifying information will be deleted from the proposal before it is made available to the faculty.

I agree _____ I do not agree _____ to allow the University and to use the current proposal in future years as an example of a successful proposal.

Proposal _____ Nomination _____ for: _____

Sabbatical _____

Faculty Connection _____

Development and Research Grant

_____ Faculty Development Grant

_____ Faculty Research Grant

Award:

_____ Raiford Outstanding Teaching Award

_____ Starke Faculty Excellence Award

_____ Junior Faculty Award

_____ Raiford Teaching Award (Junior Faculty)

_____ William David Stuart Leadership and Service Award

_____ Provost's Scholarship Award

_____ SCHEV Outstanding Faculty Award

Description, not to exceed six pages (Required: Format and information outlined in Faculty Manual)

References: Faculty Senate, October 12, 2000, November 9, 2000, April 9, 2009.

**SIGN OFF SHEET FOR SABBATICALS AND FACULTY CONNECTIONS
PROPOSAL APPROVAL**

FACULTY MEMBER _____

SEMESTER(S) _____

It is the responsibility of the proposal writer to inform the Department Chair of the proposal's potential impact upon teaching load, advising, committee service, or department support services. Furthermore, the proposal writer is responsible for obtaining all signatures in a timely fashion.

Department Chair: _____ Date: _____

Approval of Proposal: **Yes** [] **No** []

Explanation of how faculty member's departmental responsibilities will be addressed during the leave of absence: _____

College Dean: _____ Date: _____

Approval of Proposal: **Yes** [] **No** []

Estimated cost of replacing faculty member during the leave of absence: _____

SIGN OFF SHEET FOR INTERNAL GRANT PROPOSAL APPROVAL

It is the responsibility of the proposal writer to inform the Department Chair of the grant's potential impact upon teaching load, advising, committee service, or department support services. Furthermore, the grant proposal writer is responsible for obtaining all signatures in a timely fashion. The signatures of the department chair and dean indicate that the proposed activities will not adversely affect academic program.

Deadline by which proposal must be submitted: _____

Department Chair: _____ Date: _____

Approval: **Yes** [] **No** []

College Dean: _____ Date: _____

Approval: **Yes** [] **No** []

APPENDIX N

Evaluation Guidelines for Faculty Connections

The application and selection process for faculty connection leaves is outlined in section [III.AA.4](#) of this Faculty Policies and Procedures Manual. Notice in particular the following: [bookmark83](#)

Qualifications: Before beginning a faculty connection leave, a faculty member must be tenured with at least three years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a faculty connection and a sabbatical during the same year.

Time-line: A completed application for faculty connection leave must be received by the chair of the Committee on Faculty Development by ~~the Wednesday after Thanksgiving.~~ **The first day of the Spring semester.** Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (~~no later than the Monday before Thanksgiving~~) **at least 7 working days prior to the application deadline.** Applicants will be notified by the ~~last Friday in January~~ **third Monday of February** whether a leave will be granted.

A faculty connections applicant must submit a proposal to the Committee on Faculty Development. ~~The outline given in [Appendix K](#) for faculty research grant proposals can be adapted for faculty connection proposals.~~ **The proposal must contain the all of the sections described below.** ~~The criteria used to evaluate faculty connection applications include the following:~~

Cover and Sign Off Sheets. The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval found in [Appendix K M](#) of the FPPM.

Vita. An up-to-date vita must be submitted with the faculty connection application.

Previous Awards. If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe project goals with attention to specificity, clarity, creativity, and originality. Describe reasonable expectations for the project. State the organization(s) that you would work for and what that work would entail. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the faculty connection leave.

Justification for Faculty Connection Leave. Explain why this project could not be undertaken in the course of normal university responsibilities. **Explain any additional expenses, up to \$1,000, that the faculty member expects to incur as a result of having to travel away from Farmville or having to stay in another geographic area. Expenses of this type will not affect the faculty member's proposal negatively, but must be included in the overall funding request.**

Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service. **Include any additional information that the faculty member believes will support his or her**

application, including the benefit to the faculty member in terms of professional development

Style. Proposals should be clear and well written.

References: Faculty Senate, October 12, 2000, April 10, 2008, March 19, 2009; March 18, 2010, Board of Visitors, June 13, 2009; June 10, 2010.

APPENDIX O

Evaluation Guidelines for Sabbaticals

The application and selection process for sabbatical leaves is outlined in section [III AA.1](#) of this Faculty Policies and Procedures Manual. Notice in particular the following:

Qualifications: Before beginning a sabbatical leave, a faculty member must be tenured with at least six years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a sabbatical and a faculty connection during the same year.

Time-line: A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by ~~the Wednesday after Thanksgiving~~. **The first day of the Spring semester**. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (~~no later than the Monday before Thanksgiving~~) **at least 7 working days prior to the application deadline**. Applicants will be notified by the ~~last Friday in January~~ **third Monday of February** whether a leave will be granted.

A sabbatical applicant must submit a proposal to the Committee on Faculty Development. ~~The outline given in [Appendix K](#) for faculty research grant proposals can be adapted for faculty connection proposals.~~ **The proposal must contain all of the sections described below**. ~~The criteria used to evaluate faculty connection applications include the following:~~

Cover and Sign Off Sheets. The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval found in [Appendix K M](#) of the FPPM.

Vita. An up to date vita must be submitted with the sabbatical application.

Previous Awards. If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for the completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the sabbatical.

~~Leave of Absence Justification for Sabbatical Leave~~. Explain why this project could not be undertaken in the course of normal university responsibilities.

Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service. **Include any additional information that the faculty member believes will support his or her application, including the benefit to the faculty member in terms of professional development.**

Style. Proposals should be clear and well written.