

E. J. Ourso College of Business
Sabbatical Proposal Guidelines
Revised: 4/7/16

Sabbatical proposals must conform to the University application process as covered at:
http://www.lsu.edu/hrm/employees/employee_resources/sabbatical.php.

The application for a sabbatical essentially contains three parts. The first is the application request, which is covered in the University requirements provided at the above web site. The second is a general description of the sabbatical as requested by the University. The third is supplemental information recommended by the Ourso College of Business that describes the research project(s) anticipated to result from the sabbatical leave.

To complete the first part, fill out and provide the necessary forms required by the University. These items include a current C.V., supporting material, the Sabbatical Leave Request, Evaluation by Department Chair/Head, Evaluation by Dean/Director, and Signature Page. In addition, when finished mark the checklist as appropriate.

To complete the second part, provide a document that addresses the following points, which cover items 1-8 of the University checklist. As noted in the instructions, this document would be expected to be less than two pages.

- The plan for the sabbatical
- The location of the leave, with whom the leave will be spent, and the nature of the arrangements
- How the sabbatical will enhance the applicant's standing as a scholar/researcher and how the leave will benefit the University
- Any new research direction(s), collaborations, skills that will be pursued
- Travel plans and timeline
- Any external compensation or funding expected
- Courses for credit or audit that will be taken
- Alternative plans in the event that the original plan does not materialize
- Letter(s) of support from the host institution(s), if applicable

For the third part, the Ourso College of Business requests that additional details be provided to include the following:

- Proposed title(s) of the project(s) anticipated to result from the sabbatical leave
- Ideally, the following items should be discussed (maximum of one page each)
 - Brief description of the research idea
 - Brief description of the research design
 - Preview of (a) expected findings or (b) alternative expected findings, with a very brief discussion of the significance and relevance of the findings to the body of knowledge
- A list of journals to which the papers are targeted

The above information should be written up in 12-point font with double-spacing.