

# SABBATICAL LEAVE REQUEST FORM

**Application Deadline: February 1, 2023**

***NOTE:** This form should be used as a guideline for preparing your Sabbatical Leave request. Please prepare a document of 3-5 pages.*

## BACKGROUND INFORMATION

Name	
Title/Position	
Requested Semesters(s) for Sabbatical Leave	
Type of Sabbatical Leave requested - <b>Select one</b> and then describe  (See AAUP Contract Language on p. 3)	<ul style="list-style-type: none"><li>• <b>Project:</b> planned study, research, travel, program or department development, return to industry, or other approved creative work of benefit.  <u>Please describe:</u></li><li>• <b>Advanced Degree</b> needed to start or continue operation of a program or department.  <u>Please describe:</u></li></ul>
Date of Last Approved Sabbatical Leave	
Division	
Date Tenured	

## SABBATICAL PURPOSE

- Summarize the purpose of your Sabbatical.

## SABBATICAL GOALS/OBJECTIVES

- Describe what you expect to achieve through your Sabbatical.
- Describe how your Sabbatical will enhance your professional growth and your effectiveness in performing College responsibilities.

## **SABBATICAL ACTIVITIES**

- Describe the specific activities you will complete to achieve your Sabbatical goals or objectives, and include a timeline. Activities could include, but are not limited to:
  - Advanced Education – describe course(s) and university/college/institution providing the course(s).
  - Business/Industry Training – specify the company and describe the duties and responsibilities you will complete.
  - Professional Activities – describe the professional organization (and committee/task force/etc. if applicable), the organization's purpose, and the tasks and responsibilities you will complete.
  - Community Activities - describe the community organization (and committee/task force/etc. if applicable), the organization's purpose, and the tasks and responsibilities you will complete.
  - Consulting - describe the organization(s) you will serve as a consultant and its purpose, and the tasks and responsibilities you will complete.
  - Grants – describe the grantor organization, the purpose and goals of the grant, and the tasks and responsibilities you will complete.

## **SABBATICAL BENEFITS**

- Explain how your Sabbatical will benefit you, your students, your division, and the College community.

## **EVALUATION OF SABBATICAL ACHIEVEMENTS**

- Describe the deliverables you will submit to the College after completing your Sabbatical Leave. These could include, but are not limited to:
  - Diploma, certificates and/or transcripts
  - Publications/manuscripts for book or articles
  - Course development materials including curriculum and syllabus
  - Evaluation(s) from presentation(s), workshops, or interactions with others
- All Sabbatical Leave recipients must prepare a Final Report (3-5 pages) to be placed on file in the Library. *Please indicate when you would expect to submit your final report.*
- All non-degree Sabbatical Leave recipients must submit a progress report to your Dean every 30 days during the leave period. *Please indicate your willingness to prepare these reports, if applicable.*

- All Sabbatical Leave recipients are expected to deliver a 10 to 15 minute presentation summarizing your achievements (during Common Time or another College gathering). *Please indicate your willingness to deliver this presentation.*

**AAUP Contract 2021-2023, Article 15(C)(1) – see contract for additional provisions**

A tenured member of the bargaining unit shall be eligible for sabbatical leave. The primary purpose of sabbatical leave is to encourage and to enhance professional growth and effectiveness. Such leaves contribute to the accomplishment of these ends and shall be considered if the leave enables the faculty member to undertake specific activities involving planned study, research, travel, program or department development, return to industry, or other approved creative work of benefit to the faculty members and to the College, or enables the faculty member to pursue an advanced degree necessary to start or continue operation of a program or department.

Form revised December 2021  
Updated October 2022