

## ***Sabbatical Leave Workshop Notes***

**Go over the updated Helpful Hint sheet including the following items:**

1. **Contract:**
  - a. Changes
  - b. STRS
  - c. Banked load to offset cost of full year leave
  - d. tax deductibles (tax implications)
2. **Diskettes:** IBM, MAC from college president's office (electronic version of the Sabbatical Leave Handbook)
3. **Library references available**
4. **Evidence:** be very specific i.e., minimum number of pages to be produced
5. **Letters of support:** especially involving curriculum issues  
Documentation: i.e., acceptance as a student, etc.
6. **Time line**
7. **Scope** (beyond flex or regular teaching)
8. **Rubrics:** Briefly go over each. Explain ranking process. Seniority tie breaking. Answer questions.
9. Rollover of funds from this year. Number of sabbaticals depends on how replacements handled. Perhaps given this year – this is a guess.
10. Get feedback on your individual proposals from \_\_\_? (assigned from previous Sabbatical Leave Committee members not on this year's committee.
11. Distribute sample proposals which were very highly ranked for each of the three major types sabbaticals. Explain how sabbaticals can be any or all of these types.
12. Write as if the committee doesn't know your discipline, how the project relates to the assignment, students, etc.
13. Other possible topics: Rewrites, required pos-service, role of the Board, other questions from group.