# Sabbatical Leave Application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | Date |
| Name (Open Print Preview to have your name populate throughout the form) | | |  | Date |
| College |  | Sabbatical Leave Period Requested | | |
| College |  | Sabbatical leave period requested | | |
| Teaching Field(s) |  | Years of Service | | |
| Teaching field(s) |  | Years of service in CCCCD | | |
|  |  |  | | |
| Have you had previous Sabbaticals? If "yes" give time period(s) and activity (activities). |  | Time periods and activity of previous sabbaticals | | |
|  |  |  | | |
| Indicate type of Sabbatical program (see United Faculty Agreement, Section 12.5.6) If program can be categorized by more than one type, check where applicable. |  | Institutional study (complete Form A)  Travel (complete Form B  Professional Study and/or Creative Study (complete Form C) | | |
|  |  |  | | |
| **GENERAL SUMMARY OF SABBATICAL PROGRAM**  (GIVE A 100-WORD MAXIMUM STATEMENT) | | | | |
| Summary of Sabbatical Program – 100 word maximum | | | | |

|  |  |
| --- | --- |
|  | |
| Name | |
| VALUE TO EDUCATIONAL PROGRAM *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 1, 2, 3 and 4)*  **Describe how the proposed sabbatical will benefit the educational program. In particular:** | |
| 1. How will it benefit students, programs, or staff/colleagues? | |
|  | Answer Here |
| 2. How will it enhance and/or improve your background and professional competence? | |
|  | Answer Here |
| 3. How will it relate to your ongoing professional assignment? | |
|  | Answer Here |
| 4. How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year? | |
|  | Answer Here |

|  |
| --- |
|  |
| Name |
| PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 5 and 6). Note that Rubric 6 regarding the “Proposed Evidence of Completion” is weighted twice that of all other rubrics.*  Identify specific objectives and describe in detail the evidence that will accompany your report, which indicates that you have met each objective. The product of your approved sabbatical leave program will be subject to review by the Sabbatical Leave Committee at the time of making your final report. Examples follow:  ***Institutional study***  *Objective: 9 units of graduate level history courses as indicated on Form A will be taken at ... University.*  *Evidence: (Here you would describe the transcripts, class notes, exams, class projects, etc., you would submit as evidence of completing these units.)*  ***Travel***  *Objective: Travel to archeological zones in Central America.*  *Evidence: (Here you would describe exactly what you plan to submit to document your sabbatical leave travel. You should specify the kinds of things you will present, like journals, artifacts, and slides, and you should give the committee an idea of the extent of the evidence by specifying the minimum number of slides, pages in a journal, number of museums, etc. If you so state, you must provide tangible evidence in your final sabbatical leave report that you have, in fact, written the minimum number of pages you proposed, visited the minimum number of archaeological zones you proposed, etc.*  ***Professional study and/or creative study***  *Objective: Compose a musical score or write a textbook.*  *Evidence: (Here you would clearly indicate the scope of the project, including the minimum number of pages you plan to write, approximate length, an outline of the contents, description of the complexity, etc.)*  The Committee will rely on the information you provide in the evidence section to determine if you have met the contractual obligation of the leave. |
| Answer Here |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Name | | | | | | | | |
| INSTITUTIONAL STUDYForm A | | | | | | | | |
| Name of Institution | | | | |  | Place of Institution | | |
| Name of Institution | | | | |  | Place of Institution | | |
| Period of Attendance |  | **UNDERGRADUATE LEVEL**  Semester units to be attempted\*  Quarter Units to be attempted  *\*(Minimum 12 semester units)*  *\*(Minimum 18 quarter units)*  *\*Neither continuing education units (CEUs) nor courses taken from unaccredited institutions will be considered as Institutional Study. Please see Professional Study Form C.* | | | | |  | **GRADUATE LEVEL**  Semester units to be attempted\*  Quarter units to be attempted  *\*(Minimum 9 semester units)*  *\*(Minimum 13.5 quarter units)*  *\*Neither continuing education units (CEUs) nor courses taken from unaccredited institutions will be considered as Institutional Study. Please see Professional Study Form C.* |
| Period of Attendance |
| Accepted for Admission: Yes  No  Other  If "Yes," attach evidence of admission.  If "Other," explain: | | |  | “Other” Explanation | | | | |
| List courses and unit value from the institution's catalogue. In case your choice of courses is not available, please indicate substitutions. (The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the scope of your studies is clearly defined.)  \* A full load is considered to be 12 semester units of undergraduate work or 18 undergraduate quarter units, or 9 semester units of graduate work or 13.5 quarter units at an accredited college/university. | | | | | | | | |
| Answer Here | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | | |
| Name | | |
|  | | |
| TravelForm B **Plan: Itinerary** *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the purpose, duration, and schedule of your travel are clearly delineated.)* | | |
| Place | Duration of Visit | Purpose |
| Place | Duration of Visit | Purpose |

|  |
| --- |
|  |
| Name |
|  |
| PROFESSIONAL STUDY AND/OR CREATIVE STUDYForm C *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Units completed at any unaccredited and/or international institutions will not be considered. Be sure the kind and scope of your study methods, resources, and activities are clearly delineated. Include an estimate of the time that will be spent engaged in various activities.)* |
| Answer Here |