

INFORMATION ON SABBATICAL LEAVES – SBCCD

Reference from email from Human Resources sent on 9/24/14 to all full-time faculty:

In conjunction with the CTA/NEA agreement, the Board of Trustees has authorized two sabbatical leaves for the 2015/2016 academic year. You are eligible to apply for the leave if you meet the following criteria.

- Minimum of six consecutive years' service.
- No previous granting of a sabbatical leave within at least a six-year period.
- No unauthorized absence from the District within the six consecutive years preceding the granting of any sabbatical leave.

If you desire to seek the granting of a sabbatical leave, please complete the attached application and submit it to the President's Office at your college no later than November 1, 2014. The campus committee will then review all applications and make their recommendations to the District no later than November 15, 2014.

SABBATICAL LEAVE APPLICATION 2015- 2016

Applications for Sabbatical Leave must be submitted to the Presidents' Office by November 1, 2014, for sabbaticals to be taken in the subsequent academic year.

Name _____ Date _____

Phone _____ Email _____

Term(s) of requested Sabbatical Leave _____

List your current position held at SBCCD.

Position	Dates	Employment Status Full-Time	Department/Division

Please indicate any leaves of absence during your Full-Time employment with SBCCD.

Dates	Leave Type	Purpose

Grants anticipated during the Sabbatical Leave.

Granted: Sources and Amounts	Applied for: Sources and Amounts

Employment outside of SBCCD anticipated during Sabbatical.

Employer Name	Position	Hours Per Week

Proposal Development

In developing the proposal, the applicant should plan the statement of the project with care to ensure precision and conciseness. There must be clear statement of how the proposed project will support the College's mission and a list of specific project outcomes. Comprehensive proposal submissions will include the following:

- Statement of purpose
- Clear project goals and outcomes
- A summary of the value of the activity to the College/students/applicant
- A clear description of a research design/project and methods of exploration.
- Coursework to be completed (if applicable)

Please be sure to attach the following to the application:

- A typed description of the proposed Sabbatical Leave program, with identified outcomes. Include your goals, any travel plans, and how the project specifically supports the mission of the College.

Award Criteria

All applications meeting the SBCCD Sabbatical Leave Policy's purpose will be ranked in order of relative importance based on the following criteria:

Proposals will be rated on scale of 1 -10 (10 = highest)

- Research design/project specificity
- Value to College/students/applicant
- SBCCD Values

All Sabbatical Leave Proposals must be submitted to the Office of the President by November 1, 2014.

If granted Sabbatical Leave, I agree to abide by the terms of SBCCD's sabbatical Leave Policy, and to submit a final report during the first semester of my return.

Applicant's Signature

Date