



# APPLICATION FOR SABBATICAL LEAVE

Name:		Date:	
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Type of leave you wish to request:			
<input type="checkbox"/> Single Semester:	Semester:	Year:	
<input type="checkbox"/> Full Academic Year:	Academic Year:		
<input type="checkbox"/> Split Leave (must be completed within a two-year period):			
Semester:		Year:	
Semester:		Year:	

Have you been on a previous sabbatical leaves?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give dates:	From:	To:
Title or description of previous sabbatical leave:		

<b>Resume: Attach a professional resume that includes the following:</b>
a. Education
b. Teaching experience
c. Professional activities/publications/exhibitions
d. Campus activities
e. Community activities
f. Other relevant professional data

### **Required**

Provide documentation that you have thoroughly researched, planned, and prepared for the proposed sabbatical leave by including a detailed, complete description of your proposed leave, including but not limited to the following:

- a. List and discuss the specific proposed activities in detail.
- b. Provide a timeline for specific activities.
- c. If you are planning to take classes:
  - i. Provide the name of the institution offering the courses;
  - ii. Provide the catalog description of the actual courses you intend to take;
  - iii. Provide a specific timeline for taking the classes; and
  - iv. Provide some type of documentation from the institution verifying that you will be able to take the courses within the timeline given in you application.
- d. Refer to your resume and discuss why you are qualified to successfully complete or fulfill the requirements of the proposed sabbatical leave.
- e. Describe, discuss, or explain how:
  - i. This proposal will contribute to your professional growth;
  - ii. This proposal will enhance the education program at Cuesta College;
  - iii. i and ii will be will be measured or determined; and
  - iv. You will communicate the results of your sabbatical leave to other faculty both within your department and campus-wide as appropriate.
- f. Make it very clear how your sabbatical leave differs from a flex activity, especially in scope and time commitments.

### **Suggested**

In addition to above, we strongly recommend that you include the following within your sabbatical leave proposal as appropriate:

- g. Include at least one letter or recommendation in support of your leave from someone in your division.
- h. Include letters of support from your division chair, cluster dean, or other appropriate manager or supervisor.
- i. Letters of recommendation must state specifically how this sabbatical will benefit the applicant, the educational program at Cuesta College, and why the applicant is qualified to successfully complete the sabbatical within the given timeframe.
- j. Where appropriate, include:
  - i. Verification of access to libraries, special collections, galleries, or studios.
  - ii. Documentation of publisher interest in proposed manuscripts.
  - iii. Letters of support from other professionals with whom you propose to work.

Please see the **Checklist for Sabbatical Leave Application** form for more guidance. Examples of well-written sabbatical leave proposals are available for review on reserve in the library. You are encouraged to discuss your proposal with any member of the Sabbatical Leave Committee

**Copyright Statement:** Staff members who engage in productive activities that may result in the creation of copyrightable materials will be subject to the conditions outlined in the Collective Bargaining Agreement, Appendix E (Intellectual Property). If you have questions about this policy, please see the Vice President, Administrative Services.

**Obligation:** I have read the District/CCFT Sabbatical Leave Policy (Article VI) and fully understand my obligations as they relate to:

- a. Written report and oral reports to the Board of Trustees and appropriate faculty;
- b. Disruption of Leave;
- c. Post Sabbatical Service;
- d. It is mandatory that an applicant approved for a sabbatical leave attend the Board of Trustees' meeting at which the Board will discuss approval or denial of the leave in order to answer any questions or concerns of the Board.
- e. All approved sabbatical leave projects will be put on reserve in the library as references to be used by other faculty applying for sabbatical leaves.

All approved sabbatical leave applications will be made available to future sabbatical leave applicants as examples to assist them in preparing their applications.

Applicant Signature	Date

Division Chair/Director Signature	Date

Dean Signature	Date