

## SABBATICAL LEAVE APPLICATION 2025-2026

Applications for Sabbatical Leave must be submitted to the Presidents' Office by November 1, 2024, 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<br>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, 2024**

**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