

# Application for Sabbatical Leave

## Introduction

A sabbatical leave is an opportunity for tenured faculty to experience intellectual growth, professional development, and personal renewal. “The primary factor to be considered in granting sabbatical leave will be its relative benefit to the college, to students, and to the faculty member” (Article VII-F of the Collective Bargaining Agreement). It is recommended that an applicant read Article VII-F before they begin the application process.

A successful sabbatical application will clearly spell out the plan the faculty member intends to follow during the leave. The plan should not only have the support of the administration, but it should be developed in collaboration with the administration to ensure coverage of the faculty member’s position during the leave. Approval of a sabbatical leave request is not guaranteed.

As of November 2, 2010, the college President has designated the Vice President for Academic Affairs as the point person for approving sabbatical applications.

## Suggestions for preparing your application

Applicants are urged to be specific and give detailed responses when completing the application. In order to best prepare the application, special attention should be given to the following:

- *Careful preparation*—be sure that your proposal is both specific and feasible, and describe any preliminary work done on the project.
- *Clear description of the benefit of the leave to IVCC, yourself, and on teaching and learning*—Include in the description of your proposed leave the benefit it will have on your students, division, and the college. How will it improve teaching and learning? Also, describe the benefits of the sabbatical to your own professional development, professional stature, intellectual growth, and personal renewal.
- *Be Thorough in your documentation*—Include letters of appointment and acceptance, any other documents that support your proposal, and your plan for any travel that is an integral feature of the proposal.

## Considerations for Approval

The President, or his/her appointee will consider, in no implied priority, the following, in reviewing applications:

- Contribution of the sabbatical leave to the effectiveness of the individual’s ability to perform professional responsibilities
- Value of the sabbatical leave to the college
- Value of the sabbatical leave to the individual
- Value of the sabbatical leave to the students

- Impact on teaching and learning
- Impact of proposed leave on the professional stature of the applicant
- Urgency of need for the sabbatical leave, if applicable
- Sabbatical leave needed to satisfy residency requirements of an approved doctoral studies program, if applicable
- Length of time since last sabbatical, if applicable

### **Format of Proposal**

- Fill out the “Request for Sabbatical Leave” sheet, keeping in mind that it is the cover sheet for your written proposal.
- Prepare the proposal so that it carefully addresses all the “considerations” noted above.
- Attach your proposal and any supporting documents to the “Request” form and submit them to your dean.
- Completed applications must be submitted to the appropriate dean by the end of February. The dean and President (or his/her designee) will review the application and prepare it for submission to the Board of Trustees in time for the April Board meeting. Administration will notify the Federation Local President whenever a leave request has been received.