

Marin Community College District

APPLICATION FOR SABBATICAL LEAVE

(UPM/AFT Unit Members Only)

This application form must be submitted to the Sabbatical Leave Committee by October 15 of the year preceding the fiscal year in which the sabbatical leave will be taken. Article 5.6 should be consulted by the applicant prior to filling out this form.

1. Name of applicant: _____

2. Period of leave requested (dates): _____

3. Have you taken a District sabbatical leave before? Yes No. If yes, when? _____

4. Number of consecutive years of full-time service in the District since your last sabbatical leave? _____
A year of full-time service equals:

- A. Any academic year the employee performs assigned duties which result in 100% of paid compensation authorized on the approved salary schedule.
- B. Any academic year the employee is granted a reduced load of 60% or more in compliance with Article 8.15 and is authorized to receive full fringe benefits.
- C. Any academic year for eligible employees on reduced loads below 60% of paid compensation authorized on the approved salary schedule shall be calculated on a pro-rata basis (e.g., 50% load = 1/2 year service credit).

5. Purpose(s) of Leave: Formal study, Independent study, Travel, including study or research

6. Please attach a complete description of your intended leave program, including sufficient detail for evaluation and comparison with other applications. State also the manner in which your proposed program will benefit the District.

7. Should I be awarded a sabbatical leave, I agree to render two full years, or its equivalent within four (4) semesters, of service to the District following the termination of leave; and to file a report of the results of the leave to the Sabbatical Leave Committee.

8. Banked unit(s)? Yes No

If yes - number: 1.5 units (Half Year Leave)

10.5 units (Full Year Leave)

Signature of applicant

Date

SABBAPPL

Marin Community College District

GUIDELINES FOR SABBATICAL APPLICATIONS

The following guidelines are meant to facilitate the process of applying for a sabbatical leave. By following the guidelines, applicants can be sure of providing the Sabbatical Leave Committee with the kind of information which the Committee needs before it can make a fair and reasonable judgment concerning the quality of the application. However, applicants do not need to follow the specific format of these guidelines. The points dealt with here may be addressed in any order and in any structure or style.

The Contract lists three kinds of sabbatical leave: I. Formal study, II. Independent study, III. Travel.

I. FORMAL STUDY

- A. General purpose: How will your proposed plan of study relate to the overall District picture? (Are you required to create new services? Are you anticipating a change in your assignment? Are you doing this to update the knowledge in your field? To learn new techniques? etc.)
- B. Specific purposes: Which services that you now provide or expect to provide will be improved by your proposed course of study, and in what ways?
- C. Content: In which courses do you intend to enroll? Is there any reason to believe that you might not get into those courses, and in that case, what alternative courses would you undertake?
- D. Institution: At which college or university will you enroll? Why did you select that institution? Are you assured of admission? If you are not admitted, which would be your alternative?
- E. Schedule: Provide a schedule of activities, if possible, an approximation if an exact schedule cannot be provided. (The Committee suggests that you be realistic with your time!)
- F. Conclusion: If you have not already done so in sections A and B above, state what product, if any, will result from your project, what the value of your project will be to the District, your students and yourself. State how and when you will share your newly acquired information/data/experiences/insights with your colleagues.

II. INDEPENDENT STUDY

- A. General purpose: How will your proposed plan of study relate to the overall District picture? (Are you required to create new services? Are you anticipating a change in your assignment? Are you doing this to update the knowledge in your field? To learn new techniques, etc?)
- B. Specific purposes: Which services that you now provide or expect to provide will be improved by your proposed course of study, and in what ways?
- C. Justification of Independent Study: Why have you chosen to pursue this project independently rather than in an institutional context?
- D. Content: What exactly are your proposed activities? If your proposal involves reading, provide a bibliography, if possible. If you will visit other institutions, sites, or individuals, list them and their location. If your project involves research, what method will you use to gather your data?
- E. Schedule: Provide a schedule of activities, if possible, and an approximation if an exact schedule cannot be provided. (The Committee suggests that you be realistic with your time!)
- F. Conclusion: If you have not already done so in sections A and B above, state what product, if any, will result from your project, what the value of your project will be to the District, your students and yourself. State how and when you will share your newly acquired information/data/experiences/insights with your colleagues.

III. TRAVEL

- A. General purpose: How will your proposed plan of study relate to the overall District picture? (Are you required to create new services? Are you anticipating a change in your assignment? Are you doing this to update the knowledge in your field? To learn new techniques, etc?)
- B. Specific purposes: Which services that you now provide or expect to provide will be improved by your proposed course of study, and in what ways?
- C. Justification of Travel Component: Why does your proposal require travel? Show that the information/material/data/experiences you seek are best obtained through travel.

Content:

- 1. Itinerary: Make this as complete as possible. State where you will be and when you will be there.
 - 2. Plan of study or research: The contract states that a travel proposal "will normally be approved" only if it involves a plan of study or research. Therefore (unless this has been explained in sections A and B above) say what your plan of study or research will be and how it will relate to your travel. In case of research what method will you use to gather your data?
- E. Conclusion: If you have not already done so in sections A and B above, state what product, if any, will result from your project, what the value of your project will be to the District, your students and yourself. State who and when you will share your newly acquired information/data/experiences/insights with your colleagues.