

### *SABBATICAL REQUEST FORM*

Please complete the following information to enable the Sabbatical Review Committee to consider your request. Answer all questions. This form must be received in the Office of the Vice President for Academic and Campus Affairs by ***October 15***.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #, Home: \_\_\_\_\_ College Extension: \_\_\_\_\_

Period of previous sabbatical, if applicable: \_\_\_\_\_

List of unpaid leave (s) of absence: From \_\_\_\_\_ To \_\_\_\_\_

Preference for sabbatical leave (rank your preferences 1st, 2nd, 3rd):

Full Year \_\_\_\_\_

Fall Semester \_\_\_\_\_

Spring Semester \_\_\_\_\_

(Note: You must accept a full-year sabbatical if you rank it among your preferences and it is awarded.)

**Statement of Purpose** (See format provided for additional instructions.)

The statement of purpose for the sabbatical shall demonstrate the proposed benefit to individual professional growth or to a college program. "Individual professional growth" is defined as pursuit of knowledge related to the faculty member's discipline or duties at the College, to the teaching profession, or to an approved training program.

Please be advised that within eight weeks after the return from you sabbatical, you must submit to the President a report of your activities during your sabbatical leave. Forms for this report will be provided upon award of the sabbatical. Also note that you are obligated to return to the College for one year following the sabbatical. The failure to return or to complete the sabbatical as awarded can result in a financial liability for the return of salary paid during the sabbatical.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **REQUIRED FORMAT**

### **SABBATICAL APPLICATION: STATEMENT OF PURPOSE**

*Directions are in Italics*

Abstract for Publication/Board Resolution:

*(Develop two to four sentences capturing the essence of the proposal.)*

A. Narrative on Activity:

*(Please specify courses to be taken, professional projects, or research to be conducted, a new program to be developed, or publications to be created. In describing your activity, you must indicate your preparatory work demonstrating readiness to carry out the goals, e.g. where the courses are to be taken, how the professional project was developed, the research methodology or the programs to be visited, with method by which they were selected.)*

B. Professional Benefit to Applicant:

*(Discuss how the activity will make you a better teacher or other professional, or scholar.)*

C. Benefit to the College:

*(Discuss the specific impact your sabbatical opportunity may have on carrying out your professional responsibilities, e.g. to teaching; to student learning; to programs, courses or curriculum development; to retraining; or to an institution specific project.)*

Note: Your Statement of Purpose should be made with a high degree of certainty. In the event modification becomes necessary, you must promptly seek approval from the Sabbatical Review Committee.