



APPLICATION FOR SABBATICAL LEAVE

COVER SHEET

(Note: where selections relate directly to Board Policy, the section cited is noted)

NAME:

Duration (3.16.3): One Year: One Semester: Beginning:

Please discuss each of the categories listed below:

A. Abstract summarization of proposal (One page) (3.16.17a):

B. A comprehensive description of purposes, goals and importance of the proposed leave according to one (1) or a combination of the three (3) categories listed below: (3.16.17b):

(3.16.8)

Category I: The activity in this category expands professional knowledge, competence, and instructional or administrative effectiveness of the applicant. The purpose is to provide the opportunity for growth and development regarding new information, insights, and ideas occurring in the applicant's discipline or area of expertise.

Category II: The activity in this category deals with retraining unit members in new areas of teaching support services or administrative competence. The purpose of retraining reflects the changing needs of the institution and shifting student enrollment patterns.

Category III: The activity in this category shall relate to the long-range needs of the District, or a particular Division or program. Eligible proposals may include, but are not limited to, curriculum development, program planning and implementation, academic and vocational programs, student evaluation, or other specific projects which have a direct productive impact on the instructional and service programs of the District.

C. A detailed description of the schedule of activities to be undertaken (3.16.17c)

D. A statement, which addresses how the leave will improve the unit member's professional competence and performance as well as the contribution to the educational and community programs at Antelope Valley College and a description of how the applicant professionally qualifies for the proposed program (3.16.17d)

E. A statement of the effect on the program caused by the absence of the unit member, i.e., can the department continuity be assured if the sabbatical is granted? (3.16.17e)

F. A description of the factors which make it desirable that the leave be taken in the coming year rather than another time. (3.16.17f)

G. An explanation of why the proposal should not be a part of the unit member's on-going responsibility therefore, not requiring a leave. (3.16.17h)

H. An explanation of the necessary materials and facilities needed to complete the proposal and the access the applicant has to them. (3.16.17i)

I. An explanation if the applicant will earn an income in addition to receiving sabbatical leave pay. (3.16.17j)

J. An explanation if the proposal includes travel of how the travel component is clearly necessary to the sabbatical leave project. (3.16.17k)

Note: Evaluation of Sabbatical proposals will be performed according to the category(s) selected and may include: (3.16.15)

- (a) Specificity of goals
- (b) Benefit to the District, division or department
- (c) Impact on instruction or service to the students
- (d) Appropriateness of the length of sabbatical leave required
- (e) Urgency
- (f) Justification for retraining
- (g) Proposed project's ability to meet stated goals
- (h) Contribution to professional growth

I have reviewed Board Policy 3.16 Sabbatical Leave. I meet eligibility as listed in 3.16.2 and have calculated the cost of my leave according to 3.16.5. I understand that the number of leaves granted each year is limited by the available funds for that academic year (3.16.4)

Applicant

Date

The above applicant has reviewed his/her application for Sabbatical with me, and the cost of his/her Sabbatical has been correctly calculated.

Dean/Supervisor

Date