

SABBATICAL LEAVE APPLICATION GUIDELINES AND TEMPLATE

TO: [ACADEMIC AFFAIRS V.P.'S NAME AND TITLE HERE]
FROM: [your name here], PROFESSOR OF [insert discipline here]
DATE: [insert submission date here]
SUBJECT: REQUEST FOR SABBATICAL LEAVE

I. REQUEST FOR SABBATICAL LEAVE.

Indicate what type of sabbatical leave you are requesting (e.g., semester, year, 100%, 70%). Length of employment at Cerritos College include a list of any requested previous sabbaticals and date.

II. PURPOSE OF LEAVE

List the purpose of your leave including the study, travel, research, retraining, or work experience.

III. SPECIFIC OBJECTIVES

List the objectives you plan to accomplish on the leave and how you plan to accomplish them. Each objective should be related to your purpose and your instructional or service area(s) and clearly numbered.

IV. PREPARATION

List the preplanning you have already undertaken to achieve your specific objectives. This may include books read, workshops attended, schools contacted, etc.

V. PLANNING ITINERARY

Provide a monthly or bi-monthly calendar of the activities you will be engaged in while on sabbatical. This should begin in August and end in May. Estimate the duration of activities in order to achieve your specific objectives. Activities should reflect 40 hr. work weeks for 100% leave and 28 hr work weeks for 70% leave.

If taking courses, list where and when you will be taking courses, titles of courses, and the number of units. If the sabbatical consists of taking courses, the courses must be taken at an accredited institution of higher education and must be upper division. The applicant must enroll in 18 units for a year long leave and 9 units for a one semester leave.

VI. SERVICE AND PRACTICAL APPLICATION

Explain enhancement of service to Cerritos College, to your division/department, your classroom, and to the community. Detail how you propose to apply or implement the results of your leave in the classroom and/or the college. Write a statement which links your project to the relevant Goals of the College Educational Master Plan.

VII. REPORT ON SABBATICAL LEAVE

Include a statement that a written report will be submitted by the end of the semester following your sabbatical leave. This report will verify that the objectives of the sabbatical leave have been met.

VIII. SIGNATURE STATEMENT

I certify that this [insert sabbatical academic year here] Sabbatical Leave Application is my sole written creation. I also certify that I have not plagiarized the work of any person and/or institution in this application and that any and all sources used in this document have been properly cited.

Signature

Date