

# SABBATICAL APPLICATION CHECKLIST

Completed	Sabbatical Application Requirements
	The sabbatical application has been formatted in accordance to all <i>Sabbatical Leave Application Guidelines</i> and has been proofread for grammatical, spelling and formatting errors and is paginated.
	<i>Request for Sabbatical Leave:</i> A section that indicates what type of sabbatical leave is being requested (i.e., what is reflected on the Intent to Apply for Sabbatical submitted the prior spring) has been included in the sabbatical application.
	<i>Purpose of Leave:</i> A discussion of the purpose of the sabbatical leave (the narrative) has been included in the sabbatical application.
	<p><i>Specific Objectives:</i></p> <ul style="list-style-type: none"> <li>✓ A list of clearly numbered objectives that will be accomplished while on leave and how those objectives will be accomplished has been included in the sabbatical leave application.</li> <li>✓ Each objective comports with the purpose of the sabbatical leave <u>and</u> the faculty member's instructional or service area(s).</li> </ul>
	<p><i>Preparation:</i></p> <ul style="list-style-type: none"> <li>✓ A discussion of the preplanning activities (<i>specific</i> to the sabbatical project) that have already been undertaken to achieve the <i>specific</i> sabbatical project objectives has been included in the sabbatical leave application.</li> <li>✓ Lists of activities (e.g., books read, workshops attended, etc.) have been included in the sabbatical application appendix</li> </ul>
	<p><i>Planning Itinerary:</i></p> <ul style="list-style-type: none"> <li>✓ A monthly or bi-monthly calendar of detailed activities that will be accomplished while on sabbatical has been included in the sabbatical leave application.</li> <li>✓ This itinerary has been formatted to begin in August and end in May with estimates of duration for each activity or set of activities to achieve the specific objective of the sabbatical project.</li> <li>✓ Activities reflect 40-hour work weeks for 100% leave or 28-hour work weeks for 70% leave.</li> </ul>
	<p><i>Service and Practical Application:</i></p> <ul style="list-style-type: none"> <li>✓ A discussion of how the sabbatical project enhances (<i>where applicable</i>) service to Cerritos College, to the division/department, to the classroom and to the community has been included in the sabbatical application.</li> <li>✓ A discussion of how the sabbatical project is relevant to the goals of the College Educational Master Plan has been included in the sabbatical application.</li> </ul>
	<i>Report on Sabbatical Leave:</i> An affirmative statement that a written sabbatical report that verifies that the sabbatical objectives have been met and will be submitted by the end of the semester following the sabbatical leave has been included in the sabbatical leave application.
	<i>Signature Statement:</i> The signature statement with signature and date has been included in the sabbatical application.