**METROPOLITAN COMMUNITY COLLEGE**

**VERIFICATION OF ELIGIBILITY & TRANSMITTAL SHEET**

**SABBATICAL LEAVE APPLICATION – 2017-18 ACADEMIC YEAR**

**Verification of Eligibility - to be completed by the Human Resources Office**:

Date of full-time employment Date last sabbatical ended

Eligible Not Eligible Number of previous sabbaticals

Authorized Signature Date

Please note that the applicant is responsible for contacting the Human Resources Office in order to have the sabbatical eligibility section of the application completed. This task is to be completed prior to submitting the proposal for review.

**Before completing the application, please read the *Sabbatical Leave Application Instructions* located in the *Sabbatical Leave Handbook*.**

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| NAME: | |  | | | | | | | PID |  | | |
|  | | | | | | | | | | | | |
| CAMPUS ADDRESS: | | |  | | | | CAMPUS PHONE: | | | |  | |
|  | | | | | | | | | | | | |
| PROFESSIONAL ASSIGNMENT: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| Requesting a sabbatical leave for: | | | | | | Application is for the following quarters: | | | | | | |
|  | One quarter at full-pay | | | |  |  | | Summer, 2017 | | | |  |
|  | Two quarters at two-thirds pay | | | |  |  | | Fall Quarter, 2017-18 | | | |  |
|  | Three quarters at half-pay | | | |  |  | | Winter Quarter, 2017-18 | | | |  |
|  |  | | | |  |  | | Spring Quarter, 2017-18 | | | |  |

If granted the requested sabbatical leave, I agree to return to full-time service in the College for the required period of time (1 quarter = 1 academic year of service, 2 quarters = 2 academic years of service, and 3 quarters = 3 academic years of service). Should I fail to do so, I will reimburse the College for the salary paid during the leave period, and the College may deduct and withhold same from any wages or any other monies or property otherwise due to me from the College. I also agree to submit a written report of my sabbatical activities in accordance with the directions in the sabbatical leave handbook.

Applicant's Signature Date Signed

**METROPOLITAN COMMUNITY COLLEGE**

**SABBATICAL LEAVE APPLICATION – 2017-18 ACADEMIC YEAR**

NAME: PID #:

**INSTRUCTIONS:** The application must be typed and the packet must include a current resume and a completed/signed transmittal sheet and application. The original application and supporting documents (forms and attachments) are to be submitted to the applicant’s area Vice President—Vice President for Academic Affairs (faculty) and the Vice President for Student Affairs (counselors).

**Abstract** - Present a clearly stated summary of the project to be accomplished in no more than four to six typed sentences.

**Application** - Explain the project in terms that a reader from outside your field can understand. In no more than five pages (single-spaced) or ten pages (double-spaced), specify:

a) Purpose and significance - Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project.

b) Work to be accomplished - Describe specifically what you plan to do during the sabbatical leave. Where will you do the work? Identify persons (if any) with whom you will work. Include an estimated schedule for the major steps of your project, explain how you will accomplish the objectives in the time frame given, and explain the appropriateness of these objectives to the project.

c) Projected results - Specify the tangible results--evidence of completion--your project will have, the form they will take, and how or where the results will be shared with others. Detail how the proposed results match the stated objectives.

d) Justification - Provide detailed responses to the following questions:

* How is this project more appropriate for sabbatical leave rather than as a special project compensated with a stipend or release time? It is recommended that you discuss your proposal with your immediate supervisor to determine the relevance and appropriateness of your project for a sabbatical leave.
* How will the sabbatical benefit students, your program/content area or service programs, and the College as a whole?
* How does the purpose of the sabbatical relate significantly to your professional assignment as related to courses taught or students served?
* How does the sabbatical project relate to the mission and goals of the College?
* How will the sabbatical enhance your professional development and support your professional competence?
* Is the length of the leave appropriately proportionate to the scope of activities and the intent of the work plan?
* Generally speaking, describe the value of your request to the College keeping in mind the need to justify time away from students and the cost to the College.

e) Summary of previous sabbaticals - Describe the nature and purpose of your previous project(s) and outline the benefits the College received as a result of your sabbatical.

Applicant's Signature Date Signed