**District Sabbatical Leave Proposal Template**

**Name**

**Division(s)**

**Department(s)**

**Proposed Sabbatical Dates**

**Sabbatical Title**

**Proposal Submission Date**

**Abstract** - the abstract explains the purpose and rationale for the sabbatical.

The ABSTRACT should contain a brief summary of the material found under five of the headings in the body of the proposal: 1. Introduction and Background, 2. Objectives, 3. Activities, 4. Benefits to the District, and 5. Outcomes.

1. **Introduction and Background**

This section should include your division, department, assignment or the courses you teach, your length of service for the District, and your professional interests. Indicate the length of time you plan for your sabbatical (Fall semester, Spring semester, full year) and the developments in your field that led to this proposal. You should also include the purposes of the leave, the category in which it falls and show how it meets the criteria.

Purposes of sabbaticals may include:

 (a) Scholarly or creative endeavors in your discipline;

 (b) Improvement of skills in your discipline;

 (c) Retraining in a new discipline;

 (d) Improvement of skills;

 (e) Development of programs and curriculum

Criteria: Your plan must significantly relate to the District mission, to your teaching, or other assignment and should improve your professional competence.

Categories of leave may include:

 (a) Study at an accredited university or college

 (b) A special project or research problem planned with specific objectives

 (c) Work experience and study in an appropriate field

 (d) Travel

 (e) Curriculum Planning and Development

 (f) Combinations of the above

2. **Objectives**

Broadly and in general terms, what do you expect to accomplish with your sabbatical project(s)?

 (The following sentence fragments indicate the type of information usually included.)

To increase the effectiveness of ….

To acquire skills and knowledge to more successfully address ….

To develop the ability to ….

To develop materials for ….

1. **Activities**

Provide a timeline of the activities to be undertaken. Lay out your plan for the sabbatical in the time frame you are requesting. Describe in enough detail the work you intend to carry out, where it will take place, the various stages or parts of it, and the amount of time you expect to devote to different activities. List names and affiliations of people you will work with. List courses, workshops, etc. that you will take in some detail, including the school(s) proposed and the level of the coursework. For a travel sabbatical, provide a rough itinerary. (With permission from your supervising administrator you can change these specifics later.)

Write a …. Study …. at…. Travel to ….

Adapt …. for the purposes of ….. Learn how to ….

Create a …. Observe …. Job shadow ….

Develop course materials for …. Participate in ….

Research …. in order to …. Gain certification in …. Participate in faculty exchange in ….

1. **Benefits to the District**

Relate the purpose of your sabbatical to your role at the District and the District mission. Explain how the sabbatical will advance the mission of the Districtspecifically in regards to the District's strategic plan.

Increased competence in ….

Increased effectiveness as ….

Increased creative ability to ….

Expanded course offerings in ….

Updated course in ….

New materials for ….

Revised syllabus for ….

1. **Outcomes**

Outcomes are the deliverable products of the leave.

 What are the tangible things that you expect to produce and turn in to the AEER Committee. List the expected outcomes and state how they align with the District's strategic plan. These could include: a manuscript, software, works of art, compositions, annotated bibliographies, journals, transcripts from coursework, certificates of attendance, program listings, photographs, syllabus, curriculum, or classroom teaching materials.

A manuscript of ….

Software to be used for/in ….

Transcripts and/or certificates of ….

Notebook and/or diary covering …. Course materials

Photographs of ….

Videos of ….

Annotated bibliography of ….

Journal documenting visits to …. campuses to explore ….

1. **Measurement of Outcomes**

Describe in detail how each outcome will be measured. In many cases, the "measurement" may be that a product such as a document or art work will be available.

1. **References** (if appropriate for the expected outcomes of the sabbatical)

If the expected outcomes are such that references are necessary, please list those references along with contact information.

I have read and understood the contract language as it relates to Sabbatical leave and agree to abide by the contents therein.

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 Faculty Member Date

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 Division Chair Date