

# SALARY AND LEAVES COMMITTEE

## 2018-19

### GUIDELINES FOR PREPARING SABBATICAL LEAVE APPLICATION PROPOSALS

#### WRITING YOUR PROPOSAL

The following suggestions are made to assist academic personnel in preparing sabbatical leave applications and are offered as a supplement to Contract language in the Faculty Agreement. The Salary and Leaves Committee that reviews and evaluates sabbatical leave proposals prepared these guidelines.

A sabbatical leave may be granted for the purpose of formal, independent study, work experience, or any combination thereof. (Refer to the current contract for pertinent and current requirements.) **NOTE: Work on the sabbatical leave is limited to the fall and spring terms for full year leaves for 10-month faculty.**

#### WHAT IS THE SABBATICAL LEAVE PROPOSAL?

The sabbatical leave application proposal is a request for the privilege of a sabbatical extended to academic personnel by the Mt. San Antonio College District under conditions negotiated by the Mt. San Antonio College Faculty Association and the Board of Trustees. The proposal should stress the importance, significance and benefits of this experience to the faculty member and their service to this institution. The Committee will review, evaluate, and rank each request using established uniform and fair criteria.

#### HOW SHOULD YOU PREPARE YOUR SABBATICAL LEAVE APPLICATION PROPOSAL?

##### **Before you begin:**

- Review all contract guidelines, criteria, handouts, etc.
- Review the rubric so that you know how the weighting of the criteria will be used in the evaluation of your proposal.
- Discuss the proposal with departmental colleagues or faculty from other disciplines in order to gain additional insight into the service contribution this sabbatical will make to the College.
- Consider discussing the proposal with colleagues who have completed recent sabbaticals or with a member of the Committee.

##### **Writing your proposal (general guidelines):**

- Describe in detail the proposed activity/project and avoid ambiguity and vagueness.
- Clarify to the Committee what the actual product of the project will be.
- Provide the Committee with background information and research confirming the value of the sabbatical to both you and the College.
- Use academic references in your proposal, as needed, to provide support for your project.
- Explain how the sabbatical activities/project will contribute to your professional growth or enrichment.
- Explain the merit/value of the sabbatical activity to the College.
- Design your proposal in relation to the length of time requested, and be willing and able to carry it out.
- Seek help/answers to questions from members of The Committee (strongly encouraged).

# SALARY AND LEAVES COMMITTEE

## 2018-19

- Submit an application that is professional, formal, scholarly, precise, and neat.

**NOTE:** *The merit/value of the sabbatical activity to the College and the professional enrichment of the applicant are the major criteria by which the proposal is judged.*

### Writing your proposal (specific guidelines):

For a **FORMAL STUDY** sabbatical proposal:

- Verify the course of study is offered by the chosen institution(s) for the specific time you plan to attend.
- List the course titles, course numbers, planned dates of attendance, type of units (graduate, upper division, extension, etc.) and a brief description of the course content. The contract requires 12 semester units of coursework per semester for a study leave.
- Explain how the study will contribute to your professional growth.
- Explain how the study will be likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Provide a clear explanation to our academic committee of the project and its benefits.

**NOTE:** *If the course work approved for sabbatical leave is to also be used for salary schedule advancement, a Petition for Course Approval must be submitted to the Salary and Leaves Committee for approval. Sabbatical leave application and approval of course work for salary advancement should always be handled as two separate processes.*

For an **INDEPENDENT STUDY** sabbatical proposal:

- Specifically describe and define your project.
- Provide a detailed plan of independent study, research, writing, and/or travel equivalent in time and rigor to sabbatical for formal study.
- Clearly describe the product that will be produced as a result of your project, including format, length, etc.
- Include a clear description of the proposed project's implementation, investigation, and research.
- Explain to the Committee how the College, your colleagues, and our students will use the product of your proposal.
- Explain the professional value of the project.
- Specify the time involved in the collection of data, the compilation of data, and the analysis of data and reaching of conclusion(s), i.e., include a detailed time line.
- Gain permission for the use of facilities at the institution(s) you plan to use.
  - Make the necessary appointments or contacts with the person(s) at the institutions(s).
  - Prepare an itinerary and time schedule for the visit(s) to the institution(s).
- Provide a clear explanation to our academic committee of the project and its benefits.

# SALARY AND LEAVES COMMITTEE

## 2018-19

For a **WORK EXPERIENCE** sabbatical proposal:

- Specifically describe and define your contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to your discipline.
- Describe in detail any product that you plan to produce as a result of your work experience that will be used by the College, your colleagues, and your students.
- Describe how the work experience is likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Present a reasonably detailed itinerary and time schedule for your work experience.

For a **COMBINATION** sabbatical proposal:

- See appropriate sections above and include specific activities in each appropriate area in your sabbatical leave proposal.

### GATHERING THE PARTS OF YOUR APPLICATION:

- Write a three to four sentence abstract of your plan for preparation of the Board of Trustees' Agenda.
- Complete a comprehensive, written statement of the proposed sabbatical activity(ies) including: a description of the nature of the activity(ies), a timeline of the activity(ies), and a proposed research design and method(s) of investigation, if applicable.
- Write a statement of the anticipated value and benefit of the proposed sabbatical activity(ies) to you, the applicant, your department or service area, and the College.
- Provide evidence, if appropriate, that you have discussed your proposal with colleagues and that they support and confirm the value of your proposal to the College. (Letters of recommendation are encouraged.)
- Compile an academic reference list (e.g. works cited or selected bibliography) for your proposal in the professional style of your academic discipline (e.g. APA, MLA, Chicago, etc.)

### FINAL STEPS TO THE DEADLINE:

- Obtain the signature and comments from your department chair, division dean, and the appropriate vice president (if applicable) as requested on the application.
- Meet the **November 16** deadline for submission of the completed application to the Salary and Leaves Committee (via the Office of Instruction).
- Maintain a copy of your request for your personal file. You will need to include a copy of your proposal in your Sabbatical Report.