

Application for Sabbatical Leave for Professional Advancement

Instructions: Please complete the following application form and forward five copies to the chairperson of the Sabbatical Leave Committee by October 15th of the academic year just prior to the academic year for which the leave is to be granted.

I hereby apply for a sabbatical leave in accordance with the pertinent provisions of the Agreement between Union County College and the AAUP. If granted this sabbatical, I shall continue to serve the College at least one full year following my return. In addition, I agree to submit to the chairperson of my department, the chairperson of the Sabbatical Review Committee, and the Academic Vice President a written report, immediately upon my return to the College, describing in detail the work accomplished during the leave.

Name _____ Department _____

Date of Appointment to College _____ Present Faculty Rank _____

Proposed dates of leave (mo/yr): Beginning _____ Ending _____

Dates of previous leaves of absence or sabbatical leaves: _____

Signature of Applicant _____ Date: _____

Attachments:

A faculty member is eligible for a sabbatical leave for professional advancement for at least one semester after each six years of service at the College. Applicants must justify their request for a sabbatical by providing a detailed explanation of the sabbatical leave project. This should provide an explicit and unambiguous plan of work and a description of benefits that will accrue to the applicant and to the College.

1. Please attach to this form a detailed explanation of the purpose and plan for your proposed project. If this sabbatical is part of an on-going project, include a description of the work that has already been completed or will have been completed at the beginning of this sabbatical. Please delineate the specific outcomes that will result from completion of this sabbatical leave. In addition to submitting a written report upon completion of the sabbatical (as described above), please indicate any plans you have to share the results of your sabbatical work (e.g., presentation at a conference, professional publication, etc.).

2. Please provide any available supporting documentation for your proposed project. (For example, a letter from your graduate advisor stating your progress on your degree and the expected date of completion, a publishing contract, written invitations to do research or collaborate with faculty at other institutions, grants related to the project, brochures for professional conferences that you plan to participate in or attend, etc.).

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Please have your department chairperson complete the section below. Submit this page along with your signed application form (Page 1 of 2) and the supporting attachments.

Arrangements for coverage during leave period (to be completed by Dept. Chairperson):

Signature of Department Chairperson: _____ Date: _____

Recommendation of Sabbatical Review Committee _____

Signature of Sabbatical Review Committee Chair: _____ Date: _____

Recommendation of Academic Vice President _____

Signature Of Academic Vice President _____ Date: _____

Recommendation of President submitted to Board _____

Signature of President or designee _____ Date: _____

Action of Board: Approved _____ Not Approved _____ Date: _____