

**CLACKAMAS COMMUNITY COLLEGE
SENATE SABBATICAL LEAVE COMMITTEE**

A WRITING GUIDE FOR SABBATICAL LEAVE APPLICATIONS

This is a Sabbatical Application *Guide*. The following “annotated application” includes questions and comments to help you plan your sabbatical and write a successful sabbatical application. **You do not have to answer every "guiding" question provided. You should address only the questions that are applicable to your sabbatical application.** Remember, the formal application questions are in ALL CAPS.

CONSIDER:

- Your application will be read by people who may not be familiar with your role at CCC, your department or division’s focus, or with the professional organizations to which you refer.
- Your application needs to be “self-sufficient” addressing most, if not all, questions that readers may have.
- Benefits to you individually are nice, but that’s not the main focus of sabbatical. The Board wants to see long-term benefits to students as well as to the institution.
- Consider the form and content of your final report. What sort of research or documentation will you compile? What type of information or knowledge do you hope to gain and how will you present your findings or work as a professional document?

NOTE: Prepare and keep both an electronic version and hard copy of your application. On the hard copy, include the signature lines.

REMEMBER: On signing and submitting the Sabbatical Application form, you agree to the following conditions:

- To work on appropriate sabbatical activities as outlined in the current Faculty Agreement.
Article 18. states: “Sabbatical leave may be granted for the purpose of research, writing, advanced study, travel, or any other activity that will provide the individual with new knowledge or skills that will benefit students and the college.”
- To notify the Senate Sabbatical Leave Committee if your sabbatical leave plans change. You may be asked to submit a new application.
- To provide progress reports to the Senate Sabbatical Leave Committee, if requested.
- To contact the library, ISPD, and/or IR department before your leave, if you are requesting support from any of these areas during your sabbatical activities.
- To submit a sabbatical report and abstract within the established time frame after your sabbatical.
- To present your sabbatical report to the CCC Board of Education, if requested.

****ALL APPLICATION RESPONSES MUST BE TYPED****

PLEASE ANSWER ALL QUESTIONS IN TWO SINGLE-SPACED PAGES OR LESS.

- 1. PLEASE STATE THE SPECIFIC PURPOSE(S) OF YOUR LEAVE**
- 2. PLEASE IDENTIFY THE SPECIFIC PROPOSED ACTIVITIES FOR YOUR SABBATICAL. *In writing this section please consider the following questions. Only address the items that are relevant to your specific plan.***
 - What exactly do you plan to do? Why?
 - How do the planned activities relate to your role at CCC?
 - Give complete names of organizations to which you refer, not just acronyms. Explain the connection between the organizations and your role as faculty and your sabbatical plan. How many organizations or institutions do you plan to contact, review, or research? 10-20? Three?
 - If you are attending conferences, state the name and function of the sponsoring organizations. NOTE: If you're planning a year-long sabbatical and only list one three-day conference, explain what research or other activities will occupy you the rest of the time.
- 3. PLEASE IDENTIFY YOUR SPECIFIC PROFESSIONAL OUTCOMES. *In writing this section please consider the following questions. Only address the items that are relevant to your specific plan.***
 - What professional outcomes do you expect for yourself as a faculty member?
 - How will these outcomes improve your program, department, and/or division?
 - If traveling to other countries is a main part of your plan, why? How would those experiences relate to and improve your primary job function at CCC.
 - Will you need library and/or instructional design and/or data research services to support your sabbatical? If so, have you met to discuss your sabbatical project with that department? If so, explain the kind of support the library, ISPD, IR, etc. has agreed to provide. If not, please meet with the appropriate department before submitting your sabbatical application.
- 4. BRIEFLY DESCRIBE HOW YOUR SABBATICAL ACTIVITIES WILL BENEFIT THE COLLEGE AND YOUR STUDENTS. *In writing this section please consider the following questions. Only address the items that are relevant to your specific plan.***
 - Focus on the specific ways your sabbatical will benefit your students and improve the institution as a whole, as well as your department or division. Consider the information and documentation you will put into your final report.
 - What, in your role at the college, caused you to see the need for your planned sabbatical activities?
 - What specific benefits to students will result from your sabbatical activities?
 - How will your planned activities increase FTE?
 - Are you assessing the needs of your students, department, division, and/or the institution? How?
 - How will your students be more successful in transferring to other institutions, or be more competitive in the workforce, because of the new information you'll bring to the classroom?

ATTACH A COPY OF YOUR CURRENT PROFESSIONAL DEVELOPMENT PLAN.

Attach another copy with your application, even though HR may have one.

- **SUBMIT YOUR COMPLETED APPLICATION TO THE HUMAN RESOURCES OFFICE. THE SENATE SABBATICAL LEAVE COMMITTEE WILL REVIEW AND VERIFY YOUR APPLICATION BEFORE IT GOES TO AN ADMINISTRATOR.**

The Human Resources office (HR) is the collection point. The Senate Sabbatical Leave Committee reviews the applications. If revision is necessary, a committee member works with faculty to help clarify and refine the responses.

These are the signatures needed for your completed application.

FACULTY: _____ DATE: _____

SENATE SABBATICAL LEAVE COMMITTEE: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____