



South Puget Sound COMMUNITY COLLEGE

Faculty Sabbatical Application

Purpose of Sabbatical Program: The purpose of sabbatical leave is to benefit South Puget Sound Community College and its students by providing full time faculty employees with the opportunity to engage in activities leading to professional growth and revitalization. Such leave would allow eligible employees an extended period of time free from normal contractual obligations to pursue legitimate professional goals. The purpose is consistent with the provisions of RCW 28B.10.650 entitled “Remunerated professional leaves for faculty members of institutions of higher education” as now exists or is hereafter amended, and with the College’s commitment to faculty professional development. Appropriate uses of sabbatical leave would include formal study, travel, work experience in one’s teaching field, or any other activity which would contribute substantially to the improvement of teaching abilities.

Eligibility: Sabbatical leave may be granted for one, two or three consecutive quarters after completion of six (6) years of full-time contractual service as a professional faculty employee of South Puget Sound Community College. Employees awarded three quarters of sabbatical leave will be eligible for an additional award after completion of a new six (6) year period of full time employment as a faculty member. Employees who are awarded leaves of less than three quarters retain their remaining entitlement and will qualify for additional entitlement at the rate of one quarter for each two-year period of full-time employment as a faculty member, not to exceed three quarters of entitlement.

Name: _____ Date of Application _____

Signature: _____

Academic Year Sabbatical Requested: _____

Quarter(s) Sabbatical Requested (please circle):

Summer Fall Winter Spring

Length of Employment at South Puget Sound Community College: _____

Have you ever been granted a sabbatical in the past? ____yes ____no

If yes, when and how many quarters?

If you plan on working during your proposed sabbatical, what salary (per month) will you receive? _____

Will you be financially supported by any other funding source, grant, etc.? ____yes ____no

If “Yes”, how much financial support will you be receiving? _____

Application Requirements and Procedures:

- A.** Attach to the application cover sheet additional pages addressing the following in order requested:
1. Reason for requesting sabbatical leave.
 2. A detailed sabbatical plan outlining nature of classes, seminars, or other activities which will be pursued as part of the sabbatical leave.
 3. The value of the proposed activity to the enhancement of the educational program of the college.
 4. The value of the proposed activity to your personal professional growth and development.
 5. A personal self-evaluation of your past performance at the college including indicators that speak to your assessment.
 6. A listing of classes you have taught at South Puget Sound Community College.
 7. A listing of other professional activities (involvement) at South Puget Sound Community College.
 8. The approach you will use in evaluating the benefits or successfulness of the sabbatical leave.
 9. A signed memorandum of understanding between you and the appropriate dean stating the application of knowledge gained to your assignment upon return from sabbatical.
 10. A copy of your current professional development plan.
- B.** Submit the signed sabbatical application with all attachments to the Office of Instruction. If the sabbatical is awarded by Board of Trustees, sign the appropriate contract with the College. Sabbatical applications will be open from October 15 through February 1.
- C.** Upon return from the sabbatical:
1. Submit a written report to the President and the Sabbatical Committee summarizing the work completed and describing how the new knowledge will be utilized in professional assignments.
 2. Be prepared to give an oral presentation to the faculty and/or Board of Trustees in regards to the sabbatical experience and benefits to the recipient and the recipient's assignment.