



Faculty Sabbatical Application

What is the SPSCC Sabbatical Program?

Sabbatical leave allows eligible faculty with an approved sabbatical application an extended period of time free from normal contractual obligations to pursue professional goals. Sabbatical leave may be granted for one, two, or three consecutive quarters.

Purpose of Sabbatical:

The purpose of sabbatical leave is to benefit South Puget Sound Community College and its students by providing full-time faculty employees with opportunities to engage in activities leading to professional growth and revitalization associated with student success.

Eligibility Criteria:

Length of Service

Applicants must have completed six (6) years of full-time faculty employment at South Puget Sound Community College by the time the sabbatical leave will be awarded, including probationary and tenure-track time, and excluding temporary appointments.

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. Faculty awarded less than three quarters of sabbatical leave may apply for additional quarters at a rate of one quarter per two years of full-time employment, up to a total of three quarters.

Good Standing

Applicants must be in compliance regarding all contractual requirements.

Appropriate Uses of Sabbatical Leave

Appropriate uses of sabbatical leave include formal study, travel, work experience in one's teaching field, research or writing to advance student success, or any other activity which would contribute substantially to the improvement of teaching abilities, student retention and completion, or other contributions to the college.



State Ethics Compliance

Applicants must comply with the Washington State Ethics in Public Service Law as outlined in [RCW Chapter 42.52](#) during any awarded sabbatical leave.

Application and Sabbatical Process:

1. Before you complete the application, consider seeking input from [previous sabbatical award recipients](#), [current sabbatical committee members](#), and your supervising dean.
2. Complete the [Sabbatical Application Cover Sheet](#).
3. Document the [Sabbatical Application Required Information](#).
4. Obtain the signature of your supervising dean acknowledging their understanding of your request.
5. Submit the Sabbatical Application Cover Sheet, Sabbatical Application Required Information, and signature of your supervising dean to the Office of Instruction no later than February 1 of the academic year prior to the academic year of your proposed sabbatical leave.
6. The Sabbatical Committee will review your application materials. If the Sabbatical Committee recommends your application for approval, the President and the Board of Trustees will receive communication indicating the recommendation. You will be notified of the Board of Trustees' decision by the end of Winter Quarter.
7. If sabbatical leave is awarded by the Board of Trustees, sign the appropriate contract with the College.
8. Upon return from sabbatical and in collaboration with the Vice President for Instruction, you will be required to present the work completed to the appropriate audience in the appropriate medium or facilitate a Community of Practice for a year.

Key Dates

Applications are open once per year during the academic year prior to the academic year of the proposed sabbatical leave.

- **October 15** - Application period opens with email announcement
- **February 1** - Applications due
- **February** - Applications reviewed by committee and recommendation made to Board of Trustees
- **March** – Board of Trustees acts on recommendation
- **End of Winter Quarter** - Applicants notified of results



Sabbatical Application Cover Sheet

Applicant Information

Name:

Date of application:

Applicant signature:

Quarter(s) sabbatical requested (please remove or cross out any that do not apply):

Summer

Fall

Winter

Spring

Length of employment as a tenured faculty member, including probationary tenure-track time, at South Puget Sound Community College:

Have you ever been granted a sabbatical in the past?

If yes, when and how many quarters?



Sabbatical Application Required Information:

Attach to the application cover sheet additional pages addressing the following in the order requested:

1. A short paragraph summary of your sabbatical proposal, including the purpose the sabbatical serves in benefiting SPSCC's students and/or college community.
2. A list of your three to five goals upon sabbatical completion.
3. A detailed narrative that includes the following:
 - a. A list of activities by quarter that support the achievement of your sabbatical goals.
 - b. How your sabbatical activities support one or more of the [college's core themes](https://spsc.edu/about/strategic-plan) (<https://spsc.edu/about/strategic-plan>).
 - c. How you will evaluate the achievement of your identified goals.
 - d. How you will present and/or disseminate the work completed in your sabbatical to the SPSCC community.
4. A listing of professional activities (involvement) at South Puget Sound Community College and in the wider community that exemplifies your contributions to our core themes.
5. A copy of your current professional development plan (PDP).



Appendix A: Sabbatical Recipients, 2021 – 2026

2025-2026: [Michael Gray](#) (Film)

3 quarters

To complete a feature-length film, gaining up-to-date experience of the film industry that enhances the recipient's teaching and ability to connect students with internships and employment.

2024-2025: [Corrie Martin](#) (English)

2 quarters

To study the SPSCC student experience through surveys and facilitated focus groups, gaining a better understanding of the barriers faced by students and what is needed to remove those barriers to improve student success.

2024-2025: [Chris Moon](#) (Early Childhood Education)

2 quarters

To research, study, and apply emerging concepts in artificial intelligence and inclusive education. Activities included volunteering at a local elementary school to gain practical experience with current curriculum and social-emotional learning (SEL), alongside independent research, international fieldwork, participation in a class in Reggio Emilia, Italy, and other professional development.

2023-2024: [Jennifer Wortman](#) (English)

2 quarters

To conduct in-depth research and experimentation with AI, attending a workshop series and two conferences and gaining knowledge of best practices for integrating AI into classes while avoiding unethical use of AI.



2022-2023: [Julie Williamson](#) (English for Speakers of Other Languages)

2 quarters

To research and study interrelated areas of the affective domain in learning, gaining additional knowledge and skills to reduce barriers for non-native and “non-standard” speakers of American English and to inform the recipient’s shared governance committee work.

2022-2023: [Joe Batt](#) (Art)

1 quarter

To improve the recipient’s digital media skills and update the SPSCC 2D and 3D design, painting, printmaking, and drawing courses, integrating design foundations with basic digital imaging skills.

2021-2022: [Sally Sharbaugh](#) (Counseling)

3 quarters

To complete research and training in mindfulness meditation as a clinical intervention as well as its role in trauma recovery, while de-centering the traditionally White and Western interpretations of mindfulness and trauma recovery, gaining the recipient additional clinical skills and knowledge to offer effective and culturally competent care and services to students.

Appendix B: Sabbatical Committee Members, 2025 – 2026

- [Michelle Andreas](#), Chair
- [Chad Bacon](#)
- [Megan Connell](#)
- [Travis Knowles](#)
- [Lily Kun](#)
- [Adam Tenenbaum](#)
- [Heather Williams](#)
- [Jennifer Wortman](#)
- [Marriya Wright](#)