

APPLICATION FOR SABBATICAL LEAVE FORM
FOR THE 2027-2028 ACADEMIC YEAR

For Academic Senate Use Only:

Topic of Proposal _____

Action Taken _____

Note: this cover sheet and signature page will be removed prior to submittal to the committee.

Date

Name

ID #

College

Email

Contact Phone

FULL-TIME FACULTY

Please answer the following questions:

1. Have you ever taken a sabbatical leave? ☐ Yes ☐ No If so, when? _____
2. Have you ever taken any other kind of long-term leave? ☐ Yes ☐ No If so, when? _____
3. Have you been employed in this district for six (6) consecutive years? ☐ Yes ☐ No

Sabbatical Leave Options and Amount of Compensation Requested

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the Grossmont-Cuyamaca Community College District, a sabbatical leave is requested for the following period of the 20____ - 20____ school year (please check specific length and time below);

10-Month Employees

- ☐ Full academic year (50%)
 - ☐ Fall semester only (100%)
 - ☐ Spring semester only (100%)
- (100%)

11/12-Month Employees

- ☐ Full fiscal year (50%)
- ☐ First six months of the Fiscal Year (100%)
- ☐ Second six months of the Fiscal Year

Purpose of Leave

- ☐ Academic Coursework
- ☐ Original Research/Projects
- ☐ Appropriate Instructional or Student Services Activity
- ☐ Other activity beneficial to the institution Please specify _____

PART-TIME FACULTY

Please answer the following questions:

1. Have you ever taken a sabbatical leave? ☐ Yes ☐ No If so, when? _____
2. Have you ever taken any other kind of long-term leave? ☐ Yes ☐ No If so, when? _____
3. Have you been employed in this district for six (6) continuous years of service in Priority of Assignment status?
☐ Yes ☐ No

Sabbatical Leave Options and Amount of Compensation Requested

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the Grossmont-Cuyamaca Community College District, a sabbatical leave is requested for the following period of the 20____ semester (please check specific length and time below);

- ☐ Fall semester only (100%)
- ☐ Spring semester only (100%)

Purpose of Leave

- ☐ Academic Coursework
- ☐ Original Research/Projects
- ☐ Appropriate Instructional or Student Services Activity
- ☐ Other activity beneficial to the institution Please specify _____

To: The Governing Board, Grossmont-Cuyamaca Community College District

- ☐ I hereby request a sabbatical leave according the Sections 87767-87770 of the Education Code.
- ☐ I have rendered six years of service to the District in accordance with Section 87768 of the Education Code.
- ☐ I agree to return to the employ of the District at the conclusion of my sabbatical leave and to render service equivalent to twice the period of the leave.
- ☐ I will furnish the District with an indemnification bond pursuant to Education Code Section 87770.
- ☐ The attached detailed description of my proposed sabbatical leave program is part of this application.

Signature of Applicant

My sabbatical leave abstract and proposal form are attached.

Signature of Applicant

Date

Refer to GCCCD Sabbatical Leave Procedure for more specific information. This document is available online at the Academic Senate website.

Applications Instructions:

- As you prepare this proposal, it is also **strongly recommended** that you consult with the Department Chair/Coordinator and Dean **prior to submittal** to address any issues or to provide additional information or clarification regarding the proposal.
- When emailing application, make subject line, "Sabbatical Leave Application."
- Your final application packet should include in the following order:
 - Workshop Attendance Confirmation Sheet or email from workshop facilitator
 - Application for Sabbatical Leave Form and Signature Page
 - Abstract
 - Proposal Form
- Verify receipt of application, if you have not received a response within a week, send a follow up.
- Applicants, chairs, and deans should be careful not to list applicant's name anywhere on the application except on the cover page and the signature sheet.
- Please be advised that all units taken during a Sabbatical Leave may be used for salary advancement.
- **THE DUE DATE FOR ALL SABBATICAL LEAVE APPLICATIONS IS 5:00 pm on NOVEMBER 5, 2026** (Article XIV, Section 14.5.1 of the GCCCD Governing Board-American Federation of Teachers (AFT) Agreement). Please submit to your respective Academic Senate President
 - Grossmont College - gcacademicsenate@gcccd.edu

- Cuyamaca College – karen.marrujo@gcccd.edu

Reporting:

- Within ninety (90) days after completion of the sabbatical leave, the individual must submit a final report to the respective Academic Senate office. The report must provide a description of the following:
 - What was accomplished
 - The implications for the individual
 - The implications for the discipline
 - The contribution to the educational goals of the department, college, and district.
- The report should include appropriate supporting or descriptive material and be summarized in an attached abstract.
- Individuals will be asked to make oral presentations describing their sabbatical leave projects at flex week workshops and to the Governing Board upon the invitation of the Chancellor. Individuals are also encouraged to share their project results, as appropriate, at their department and/or division meetings.

Signatures

Following submittal of this application and per Article XIV, Section 14.5.1 of the GCCCD Governing Board-AFT Agreement, this application will be routed to the department chair, dean, and vice president for information and comment.

Department Chair/Coordinator _____ Date _____

Comments _____

Dean/Director _____ Date _____

Comments _____

Vice President _____ Date _____

Comments _____

Approved by Board of Trustees on: _____

Date

PROPOSAL TITLE _____

ABSTRACT:

Once you have finished answering the questions within the following application, please provide an abstract below summarizing the description of your sabbatical leave proposal in a paragraph of between 100-150 words. This abstract will become part of the Board Docket. Please include the following information as part of the abstract:

- **Need for the Professional Growth** - describe the purpose of the sabbatical leave.
- **Sabbatical Leave Activities** - describe what you plan to do.
- **Anticipated Outcomes** - describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcome; student outcomes.
- **Means of Measurement** - describe what evidence you will submit to demonstrate achievement of your outcomes.
- **Expected benefit to the students, department, college, district, and/or community**

PROPOSAL:

As you prepare this proposal, it is also strongly recommended that you consult with the Department Chair/Coordinator and Dean prior to submittal to address any issues or to provide additional information or clarification regarding the proposal.

Please answer each question carefully and completely (do not say "please see above") in order to provide the Sabbatical Leave Committee with as much information as possible for their review and scoring. Provide background information and/or references to supporting documentation where appropriate.

Need for Sabbatical

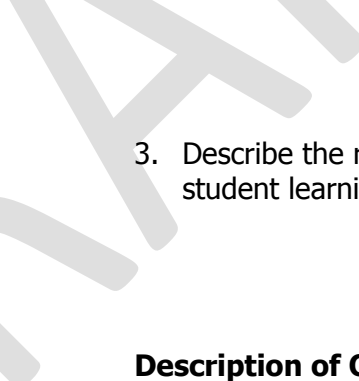
1. How does your proposed activity meet the need for professional and personal growth?

2. How does your proposed activity benefit (please address at least three of the following):
 - a. the students?

 - b. the institution?

 - c. the community?

 - d. the discipline/contribution to scholarship

- 
3. Describe the relevancy of your activity to your current/new assignment and the improvement of student learning.

Description of Overall Activity

4. Please provide a brief description and purpose of the proposed sabbatical leave activity.
5. Please provide a clearly defined set of objectives and the course of action to achieve those objectives that are consistent with the purpose and nature of the proposed leave.
6. Please address the feasibility of the activity by discussing:
 - a. a proposed timeline that is appropriate to the activity, and
 - b. the availability of appropriate resources

Outcomes

7. Clearly describe the expected outcomes of your activity.
8. What evidence will you submit to demonstrate achievement of your outcomes?



Updated: 4/15/2021