

**San Mateo Community College District
Application for Professional Development Extended Leave (Sabbatical)**

APPLICANT

Submit your completed application to the Faculty Professional Development Committee via email to Teeka James (james@smccd.edu) and Dianne Fernandez (fernandezd@smccd.edu).

**Applications for leaves beginning spring 2024 are due no later than October 20, 2023.
Applications for leaves beginning fall 2024 are due no later than March 22, 2024.**

1. Name of applicant: _____
2. College: _____ Division/Department: _____
3. Date of hire as a full-time employee of the District: _____
4. Were there any breaks of more than one year in your full-time employment by the District in the last six years? If so, when were they? _____
5. Have you taken a sabbatical or one-semester paid leave *through Professional Development* as a full-time employee in this District? If so, specify dates: _____
6. Type of leave requested: Full year or one semester Fall 20__ Spring 20__
7. **Return Agreement:** As specified in the current contract, should I be awarded an Extended Professional Development Leave of one year, I agree to render two full years of service to the District following my return from this leave. If I should be awarded a leave of one semester, I agree to render one year of service to the District. If I fail to fulfill this return obligation, the District has a right to ratably recover salary and benefit costs.

I further agree to submit to the college President within thirty days following my return from this completed leave a report that identifies the manner in which I accomplished the objectives of this leave and gives evidence of its successful completion, as specified in the current contract.

Signature _____
Date

DIVISION DEAN

Instructor replacement: _____ hours at \$ _____ per lecture hour = \$ _____
(include coordination hours if applicable)

Instructor replacement: _____ hours at \$ _____ per lab hour = \$ _____

Instructor replacement office hours: _____ hours at \$ _____ per special rate= \$ _____

Subtotal: \$ _____

Instructor replacement benefits (11.385 % of subtotal): \$ _____

Total \$ _____

If instructor will not be replaced, check here

Signature of Dean _____
Date

PROFESSIONAL DEVELOPMENT COMMITTEE

Approve Deny _____ units Amount: \$ _____

Signature of Committee Chair _____
Date

PRESIDENT Approve Deny

Signature of President _____
Date

Extended Leave (Sabbatical) Application

1. Purpose of leave:

How will your proposed plan for an Extended Leave contribute to your current assignment or to a future assignment in the District? How will this leave enhance your professional growth? Which services that you now provide or expect to provide will be improved by your proposed leave? If you have chosen a course of independent study, research or a creative project, why have you chosen to pursue this independently rather than in an institutional context?

2. Details of plan of study, employment, independent project or activity:

Please list specific activities that will be completed to fulfill your proposed plan, including the following, if appropriate: specific courses and institutions; specific areas of employment and potential employers; outline of publications; description of independent study or research; description of creative project. Please provide the anticipated timetable or calendar for carrying out the activities you will engage in during your leave.

3. Specific benefits of leave plan:

Describe the specific benefits of your proposed plan to students in the District. Describe the benefits to your division, college, and to the overall needs and goals of the District. How will you share and/or apply the results of your activities during your leave with your division, college and the District as a whole?

4. Evidence of completion:

Please state the means by which you will report or verify that the proposed plan for your leave has been completed. This may include transcripts of courses taken; letters from employers; samples of creative work; summary of research or other evidence of original work; a description of plans for application of new skills and knowledge to teaching assignment and/or college program; a narrative report on the educational and professional benefits of the activities undertaken.

Individual projects are limited to 30 units of Extended Leave or any combination of Extended Leave and Long Term Professional Development Reassigned time.