Checklist to apply for a Sabbatical Leave

€ Determine whether or not you are eligible: must have been a full-time faculty member on a contractual basis for not less than six (6) consecutive years preceding the beginning date of the sabbatical, or six years since the last sabbatical leave.

€ Criteria to be considered in the selection of a sabbatical leave candidate:
  • Admission to a recognized college, university, technical school, or on-the-job training.
  • Personal study, research, writing.
  • Travel to better the applicant in his/her own instructional field.
  • Other considerations that appear to be relevant or meet instructional and College strategic priorities.

€ It is recommended that you discuss your proposed plan with your dean or director prior to completing the application.

€ It is also recommended that you discuss your proposal with your supervisor—this discussion may include possibilities for replacement in your absence.

€ The sabbatical leave application must identify how the leave activities conform to your Faculty Professional Development Plan.

€ The sabbatical leave application is available on the HR forms website.

€ When considering the length of sabbatical that you will request, it may be important to note how your salary will be affected. While on leave, an employee shall receive 75% of salary if on three-term leave, 87% of salary if on two-term leave, and 100% of salary if on one term leave.

€ The sabbatical leave request must be submitted to the head of the department, the dean or director, the Faculty Professional Development Committee and the VP of Instruction two terms prior to the requested leave.

€ See the Sabbatical leave Criteria and Procedures if you have additional questions.

€ Please remember that the final decision will be made by the Board of Directors.