

**UMPQUA COMMUNITY COLLEGE
FACULTY SABBATICAL LEAVE APPLICATION**

Name:

Department:

Division: ___ Arts and Sciences

___ Career and Technical Education

College phone:

College email address:

I have served, continuously, the equivalent of six or more fulltime years at UCC without being granted a sabbatical leave

___ Yes

___ No

Previous paid sabbatical leave dates (if applicable), term and year:

Sabbatical Project Title:

Term requested for leave:

Leave Location(s):

I hereby apply for a sabbatical leave as provided in Board Policy 7341, Administrative Procedure 7341, and Article XXII, Section C of the UCCFA Contract. **I understand that my sabbatical plan must meet one of the following categories:**

- Enrollment in a recognized college/university/on-the-job training program
- Engagement in scholarly research and writing in my discipline, specialization, or content teaching
- Participation in discipline-specific travel
- Development of original creative work in my discipline or specialization
- Other relevant activity that supports my teaching or meets instructional and College strategic priorities

I have read the requirements, conditions, and restrictions for sabbatical leave, and I understand them. If accepted, I agree to complete the sabbatical project as described in my application as well as the written reports. I understand that I will not be granted a sabbatical in the future if I do not follow these guidelines and complete the oral and written reports. (The committee recognizes that there may be minor changes to the timeline and proposed plan.)

Signatures

Applicant

Date

Chair, Faculty Professional Development Committee

Date

Department Chair

Date

Dean

Date

Chief Academic Officer

Date

SABBATICAL LEAVE PLAN

Applicant Questions and Criteria for Selection

Please provide a thorough, well-organized, clear response to each question.

1. Intent and Plan

- a. Describe the type of project you plan to accomplish during your sabbatical leave.
- b. What do you plan to accomplish with your sabbatical? What is the desired outcome of your sabbatical?
- c. Describe the professional and/or scholarly activities in which you will engage that will support successful completion of your plan.
- d. What documentation will you provide to demonstrate your achievements and support your sabbatical report?
- e. What is your anticipated timetable for accomplishing your plan?

Evaluation criteria: Intent and outcomes are well-defined, activities are detailed, documentation is well-planned, and timetable is clear. 30 points

2. Growth

- a. How will your sabbatical plan improve teaching and learning priorities at the College?
- b. How will your sabbatical plan meet your professional development goals?

Evaluation criteria: Extent to which the project contributes to professional growth; evidence of contribution to improvement of teaching. 10 points.

3. Relevance and Value

- a. How is this project valuable and relevant to your program, division, department, UCC, discipline, profession, and/or students?
- b. How is this project relevant to one of the College's core values or strategic directions?

Evaluation criteria: Demonstrated relevance to program, division, department, College, discipline, profession, and/or students; clear relevance to UCC core values or strategic direction. 10 points.

4. **Additional information (optional).** Provide additional information, if applicable, that you believe will be helpful for the reviewers to understand the scope of your sabbatical plan.

This Sabbatical Plan as presented will be completed within the timeframe mentioned and will be of mutual benefit to the College and me. I understand that any significant change to the plan must be approved by the Chief Academic Officer. Furthermore, I understand that upon my return I will submit a written report to the College documenting my accomplishments.

Applicant

Date