

San Diego Miramar College

Applying for a Sabbatical Leave, 2018-2019

SABBATICAL LEAVES

Sabbatical leave opportunities are detailed in Article 18 of the AFT Guild College Faculty Agreement and Article 9 of the Adult Educators Agreement. (www.aftguild.org)

1. The number of sabbaticals for 2018-2019 has not been announced yet. Miramar had 4 slots in 2017-2018.

2. Full-time tenured faculty may apply for a sabbatical after six (6) consecutive years of service.

3. Sabbaticals can be used for:

- *Study
- *Retraining
- *Teaching, learning and appropriate instructional and student services
- *Research

4. Important dates for 2018-2019 sabbatical leave applicants:

Friday, February 2, 2018 – Application due to appropriate Department Chair/Supervisor. *Faculty are advised to follow up on their applications to make sure these get to the dean by the deadline.*

Friday, February 9, 2018 – completed sabbatical leave request due to school dean or appropriate manager. *Faculty members applying for a research sabbatical must schedule a meeting with the President to discuss their sabbatical and the methodologies being used. This needs to be done prior to the submission of the sabbatical to the PAC.*

Friday, February 23, 2018 – Deans/Manager forward sabbatical leave requests to Chair of Professional Advancement Committee (PAC), Roger Olson.

Friday, March 16, 2018 – PAC forwards their recommendations to Vice President.

Monday, April 2, 2018 – Vice President forwards recommendations to College President.

Friday, April 13, 2018 – College President notifies applicants regarding their application. President usually does not notify folks until after sabbaticals are approved at the SDCCD Board meeting.

Note: Faculty are advised to follow up on their applications to make sure the applications are moved along in a timely manner.

Note: If any date listed falls on a weekend or holiday, the new date shall be the first working day following the listed date.

5. The Application for Sabbatical Leave form can be downloaded here:

<http://www.sdmiramar.edu/file/12714/download?token=GD--jd-z>

Additional forms related to sabbaticals can be found on the Miramar College website under: Resources for Faculty & Staff → College Governance → College Committees → Professional Advancement Committee → Important Documents.
Roger Olson also has hard copies of the forms.

6. Very detailed information about sabbaticals can be found on the AFT website:

<http://www.aftguild.org/> under Article XVIII – Professional Development 18.2 Sabbatical leave request.

7. The Deans, Managers and Professional Advancement Committee members are available for consultation.

Members of the Professional Advancement Committee, 2017- 2018:

Name	Office	Telephone (619) 388-	Email
Roger Olson, Chair	L-214C	x7622	rolson@sdccd.edu
Cheryl Barnard	K1-201	x7313	cbarnard@sdccd.edu
Marc Hollman	K1-203K	x7561	mhollman@sdccd.edu
Carmen Jay	H-110J	x7532	cjay@sdccd.edu
Wheeler North	F1-103I	x7662	wnorth@sdccd.edu
Jordan Omens	A-224C	x7454	jomens@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu
Dan Trubovitz	S6-115H	x7495	dtrubovi@sdccd.edu

8. What does the Professional Development Committee look for in rating proposals?

1. Does it fit the guidelines?	Yes – No
2. Abstract	0-04 pts.
3. Enhancing professional development	0-10 pts.
3. Description of overall objectives	0-10 pts.
4. Evidence of completion Verification	0-04 pts
5. Relevance to assignment & benefit to students	0-10 pts.
6. Benefit to District	0-04 pts.
7. Benefit to college	0-10 pts.