

Sabbatical Leaves: Ideas and Information to Get You Started

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The sabbatical leave has three phases:

- Pre-leave
- Leave
- Post-leave

Pre-leave involves four phases:

- Idea
- Written proposal (specific format!)
- Signatures
- Submission

Idea:

Advice is to choose something you wish to do! Your idea should benefit you and the college. You should provide some background as to why you want to do this project. The project should be in alignment with your college assignment. It should not be something that others have done on their own time. It should be something that takes approximately 3 months to complete. You should consider planning within the three months, and any communications or contacts you need to make within the time.

Written Proposal:

The written proposal has four parts within it.

- Purpose and Activities: This section needs background, and detail. Not everyone on the committee knows each applicant. In evaluating the proposal, the reader needs to know what your rationale is for pursuing this project. They need to know the activities you hope to accomplish within the leave. They need to know specifics (as best you can) regarding contacts needed, communication, planning that still needs to be done. Write this section as if you were detailing your plan to someone who was going to fund your project. Time lines are extremely helpful to give the reader a perspective as to when you intend to complete the different phases of your plan.
- Evaluation: This section details the documentation of your plan. How will your facilitator (member of the committee assigned to review your leave) know if you've completed your plan? What items could you place in your final report to document the leave's completion? This section is read very carefully by each

reviewer. Often this section is the decision maker as to whether the leave will be accepted, or returned for revisions.

- Value to the applicant: This section must detail why the faculty will benefit from the leave. It should apply the leave to the faculty's function within the college, and express a true desire to be involved in the project.
- Value to the college: This section must tell the reader why the college will benefit.



Potential red flags that may cause your sabbatical leave proposal to be rejected (worst case scenario), or returned to you for revisions, addendums, or clarifications.

- Unrealistic time lines. This can be too small a project or too large a project. Writing a manuscript within three months is not doable. Planning to write a manuscript, contacting potential publishers, or researching, or communicating with other institutions all need to be within the planning phase. Don't skimp on the planning! If you have some of that work done, communicate that within the purpose and activities section. Course work towards a degree is very acceptable.
- An evaluation section that is thin. This section (with purpose and activities) should be within the largest parts of the proposal. Be creative as to your documentation. You can use CDs of performances, or journal logs of contacts, or lists of books researched. This section often determines the outcome and is the most frequently revised.
- Value statements that suggest that the faculty is tired and simply wants the leave for refreshing leisure. Certainly fatigue is always an issue with hard working faculty but it's disrespectful to suggest that the college should reward you with a semester off with no commitments.
- Travel that has no documentation of who will pay. Travel during sabbaticals is considered the responsibility of the faculty, not the college.

Also needed are signatures of your direct supervisor (Department Chair) and your Dean. Please communicate with those individuals early in the process. When the signatures have a personal comment endorsing your idea, they are viewed positively.

Requests for Sabbatical Leave/Professional Development Leave shall be filed with the Human Resources Department using the "Sabbatical Leave/Professional Development Leave Request Form" found at:

http://www.lcc.edu/hr/employee_forms/sabbatical_leave_20041207.pdf.

All requests must be submitted by February 1st for the forthcoming academic year.

For contact information, ideas and information to get you started, click here http://www.lcc.edu/cte/pdf/sabbatical_ideas_info.pdf. To view sabbatical leave final reports, visit the CTE in TLC 324.

The committee members are available to help you with the process. They have reviewed proposals before submission, given advice regarding ideas, helped during the leave itself, and assisted with final reports of the leave.