Sabbatical Application for the Academic Year 2024- 2025

Please read all instructions in this packet carefully and follow them explicitly.

Before writing your proposal, review the Guidelines for Sabbatical Leaves and Article 38 of the WVMFT, AFT 6554CE/District Contract thoroughly.

For more information, contact the Sabbatical Committee Chair, Wael Abdeljabbar

PLEASE NOTE: The Committee will consider only typed applications.

This form is a fillable PDF. Make sure you have the most current version of Acrobat available for your computer.

If you are having issues with the form, check which version of Acrobat you have.

Get the free Reader here:

http://get.adobe.com/reader/



Sabbatical Instructions

- In writing the proposal, be as explicit as possible, while keeping within the given word limits.
- Committee members will probably know very little about your area and how your proposal will benefit you, students, colleagues, and the District. Include background information to support your proposal, such as plans for your discipline to develop a new program, or the need for upgrading because of new information or equipment.
- You may include additional information for clarification in an appendix. Everything you want the committee to know must be in the proposal.
- Once the proposal is submitted, the committee will neither solicit nor consider additional information.
- The total point value is 100. The point values used in evaluating each section of the proposal are
 included for your information on the application form. The application is divided into five sections.
 Please be concise and clear.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

2024- 2025 SABBATICAL APPLICATION

to commence during the 2024-2025 academic year

Name of Applicant: Last	First MI
College: Classification: Date of Hire:	Department: Column/Step: Current annual salary:
Leave requested for the following semester(s):	
1. One semester on full pay	Fall 2024 or Spring 2025
2. Two semesters on one-half pay (Non-sequential semesters must be taken within a 3-semester period.)	Fall 2024 Spring 2025 Fall 2025 Spring 2026
3. Two semesters on full pay (This leave is for projects requiring twice as much time to complete as the other leaves.)	Fall 2024 and Spring 2025
Type of project: Study Travel Work Experience Curriculum Development Other Scholarly or Creative Activities:	
Combination: Specify briefly:	

Please submit the original of this application by 5 PM, Friday on December 01, 2023, to:

Ruth Nadig or Tina Leech Faculty Specialists Human Resources West Valley-Mission Community College District 14000 Fruitvale Avenue, Saratoga, CA 95070

Applications may be submitted electronically. Sign and scan to: Ruth.Nadig@wvm.edu or Tina.Leech@wvm.edu

BOND PROVISION STATEMENT

As a condition to being granted a sabbatical leave, I will furnish the Governing Board of the West Valley-Mission Community College District with a sabbatical leave bond indemnifying the District against loss in the event I fail to render at least twice the period of leave. I am obligated to render a period of service to the district which is equal to twice the period of leave regardless of the compensation level of the leave (ED code 87770) Banked load leave or approved unpaid leave may be used to interrupt, but not substitute for, any or all of the required service period.

Within the first five (5) Fridays of returning to work following my sabbatical leave, I will submit to the Sabbatical Leave Committee a report summarizing my activities while on leave as well as transcripts and other documents that are a result of the sabbatical leave. I shall also have available for review slides and other materials that are a result of that leave. I understand that the District reserves the option to duplicate the product of the sabbatical leave for District use.

I recognize that this leave, if granted, will be pursuant to Section 87767-87770 of the California Education Code and Article 38 of the West Valley-Mission Community College District and Association of College Educators collective bargaining agreement. I agree to abide by the terms of the applicable sections and any amendments subsequently issued thereto.

Signature of Applicant	
Address	
City, State, Zip	
Date	

Human Resources Use Only: TRANSMITTAL The applicant named meets the criteria enumerated in regulations for sabbatical leaves with pay of the California Educational Code and the West Valley-Mission Community Educators collective bargaining agreement.	
Vice-Chancellor of Human Resources Date	
Bond must be on file prior to the effective date of the leave.	

I.	Statement of Purpose 5 points
	(250 words or less)
	What is the purpose of the sabbatical leave being requested (i.e., what need will it address),
	and what activities will you undertake to achieve this purpose?

II.	Rationale 40 points
	Answer each of the following questions separately (250 words or less per item).
	A. Professional Development (0-10 points) How will the proposed leave contribute to your personal growth and professional competency? How will it improve your teaching, counseling, administrative and/or librarian skills?
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B. Value to the Department and/or Discipline How will your project enhance your program, discipline or department?	(0-10 points)

C. Value to the College and/or District How will your leave contribute to the achievement of the goals of your and/or the West Valley-Mission Community College District?	(0-10 points) college

D.	Value to Students What specific benefits will students gain as a result of this project? What is approximate number of students and/or staff that will be directly affected b project?	(0-10 points) s the by this

Answer each of the following questions (A, B, and C) separately. Be specific and concise.

A. Implementation Procedure

(0-15 points)

How do you intend to implement your plan?

- In order, list the steps you will follow in completing your proposal objectives.
- Provide reasonable deadlines for the completion of each step, and give an approximation of the number of hours each task will take.
- For any courses listed, provide a brief statement of subject matter to be learned.
- In an appendix, supply correspondence to support the preliminary planning you have done on your proposal, itinerary, copies of the application forms to a college where you will be studying, courses of study, etc.

Steps	Deadlines	# of Hours	Statement of Subject Matter

 What tangible results will there be from your leave? 		What tangible results will there be from your leave?
	•	What products and/or documentation will you include in your compliance report to demonstrate that the project has been completed successfully?
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B. Project ResultsDescribe specifically the results and end product of your leave.

(0-5 points)

C	C. Dissemination Plan: Benefit to Colleagues What specific measures will you take ensure that the staff of your discipline, department, and/or program will benefit from your project?	its)
	How will you share the results of your leave with your colleagues?How will you share the results of your leave with the District?	

INSTRUCTIONS FOR CONTRIBUTIONS

Approximately 25% of the total available points will be based upon the applicant's past contributions to the students, the colleges, and the District **above and beyond** those expected of a professional (i.e., professional activities required as part of a full-time member's obligation to the District) **or compensated by stipend or release time.**

Contributions include, but are not limited to, scholarship, leadership, and contributions to the arts.

- In each category below, list your contributions by year, beginning with the most recent year
 and going back to when you joined the District, OR to your last sabbatical leave, whichever
 is first.
- List each contribution separately, and in only **one** category.
- If you received compensation for this activity, acknowledge this and specify the type of compensation (**release time**, **stipend**, etc.).
- If you have received a sabbatical in the past, do **not** include any contributions listed in the proposal for that leave.
- If additional space is needed for listing contributions, you may attach additional sheets of paper. Make sure, however, that you list each contribution only once and that you use the categories listed below.

A. SCHOLARSHIP (0-5 points)

Scholarly contributions include academic accomplishments, conference presentations, contributions in workshops, individual projects and studies, visual and performed arts, etc.

STUDY: List courses taken or conferences attended below:

Semester/Year	Courses Taken or Conferences Attended	Compensation (flex credit, stipend, etc.)

List **contributions to your scholarly field** (academic publications, conference presentations, individual research projects, visual and performed arts, etc.) below:

Semester/Year	Contribution Type and Venue	Compensation Rcvd

B. SERVICE

Participation on committees within discipline, college, or District; administrative positions held.

1. Department (0-7 points)

Semester/Year	Service to Department (Committee work, administration, etc.)	Compensation (release time, stipend, etc.)

2. College (0-7 points)

Semester/Year	Service to College (Committee work, administration, etc.)	Compensation (release time, stipend, etc.)

3. District (0-7 points)

Semester/Year	Service to District (Committee work, administration, etc.)	Compensation (release time, stipend, etc.)

4. Community (0-7 points)

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Semester/Year	Service to Community	Compensation
V. Length of	Service:	5 points
a. Leng b. Dist c. The	5% of the total available points will be based gth of service cribution of sabbatical leaves among the departneeds of the individual applicant. number of prior sabbatical leaves granted to	rtment/division.
Please answer th	ne following questions for data gathering:	
Have you ha	ad a sabbatical leave granted in the past?	
No		
Yes		
If yes, please pr	ovide the date(s) of the leave(s):	

Write a brief (50 words or less) description of your prior sabbatical leave(s).

