

# Sabbatical Application

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

**FALL 2019 SABBATICAL APPLICATION**

**to commence during the 2020-2021 academic year**

Name of Applicant:   
Last First MI

College:  Department:

Classification:  Column/Step:

Date of Hire:  Current annual salary:

**Leave requested for the following semester(s):**

1.  One semester on full pay  Fall 2020 **or**  Spring 2021
2.  Two semesters on one-half pay  
*(Non-sequential semesters must be taken within a 3-semester period.)*  Fall 2020  
 Spring 2021  
 Fall 2021  
 Spring 2022
3.  Two semesters on full pay  
*(This leave is for projects requiring twice as much time to complete as the other leaves.)*  Fall 2020 **and** Spring 2021

**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 on December 06, 2019, to:**

Quyen Lenshoek or Sara Valencia-Hernandez  
HR Specialists  
Human Resources  
West Valley-Mission Community College District  
14000 Fruitvale Avenue, Saratoga, CA 95070

**Applications may be submitted electronically. Sign and scan to: [quyen.lenshoek@wvm.edu](mailto:quyen.lenshoek@wvm.edu)**

**BOND PROVISION STATEMENT**

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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?

**B. Value to the Department and/or Discipline**

**(0-10 points)**

How will your project enhance your program, discipline or department?

A large, empty rectangular box with a thin black border, intended for the student to write their response to the question above. The box occupies most of the page below the question.

**C. Value to the College and/or District**

**(0-10 points)**

How will your leave contribute to the achievement of the goals of your college and/or the West Valley-Mission Community College District?

**D. Value to Students**

**(0-10 points)**

What specific benefits will students gain as a result of this project? What is the approximate number of students and/or staff that will be directly affected by this project?



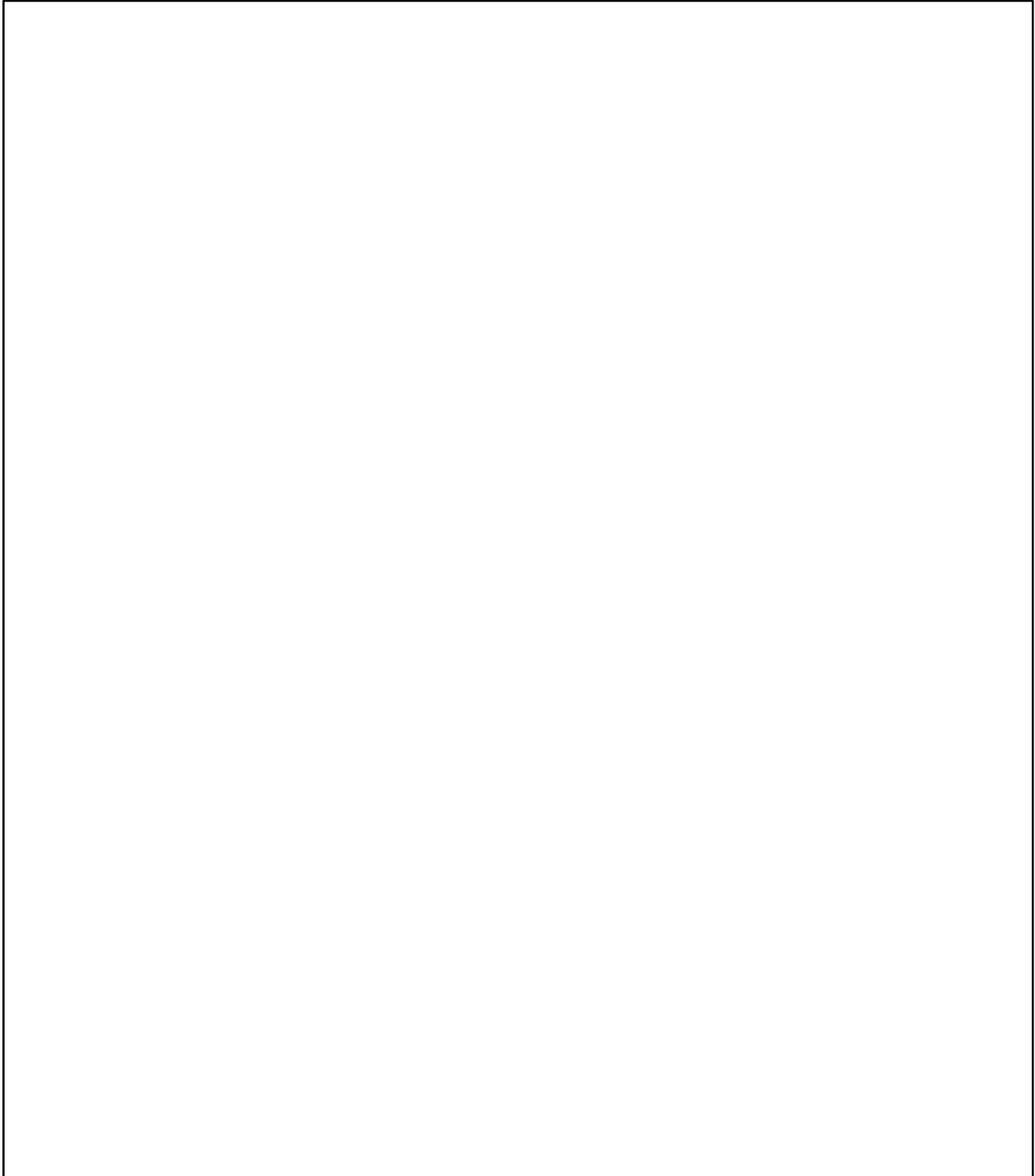


**B. Project Results**

**(0-5 points)**

Describe specifically the results and end product of 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?

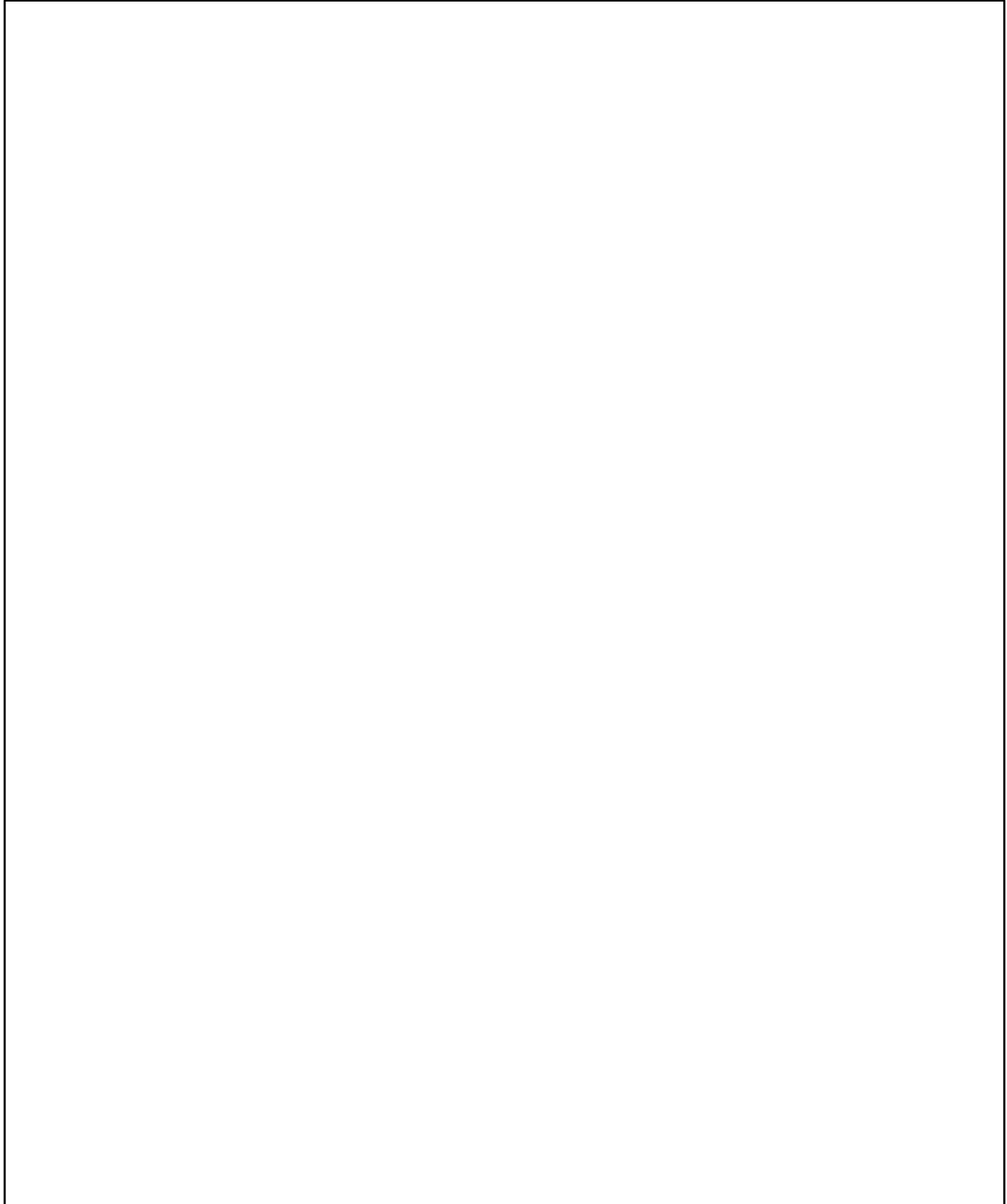
A large, empty rectangular box with a thin black border, intended for the student to write their response to the project results questions.

**C. Dissemination Plan: Benefit to Colleagues**

**(0-5 points)**

What specific measures will you take ensure that the staff of your discipline, department, and/or program will benefit from your project?

- How will you share the results of your leave with your colleagues?
- How will you share the results of your leave with the District?

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**4. Community****(0-7 points)**

Semester/Year	Service to Community	Compensation

**V. Length of Service:****5 points**

A total of 5% of the total available points will be based on the following:

- a. Length of service
- b. Distribution of sabbatical leaves among the department/division.
- c. The needs of the individual applicant.
- d. The number of prior sabbatical leaves granted to the applicant.

Please answer the following questions for data gathering:

Have you had a sabbatical leave granted in the past?

No

Yes

If yes, please provide the date(s) of the leave(s):

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

