

**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.*

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Applicant

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Date