

SABBATICAL APPLICATION FORMAT

The sabbatical application should contain an **Abstract** with four topic heading (explained in Part I) and a **Sabbatical Plan** with seven topic heading (explained in Part II) and a signed agreement by faculty member (explained in Part III).

Part I. Abstract: Sabbatical Abstracts are sent to Governing Board for approval of each leave. You must prepare an Abstract of your overall plan. It should be written with care and be representative of your overall plan. The Abstract must be typed and may not exceed two pages. Use the following list of topic headings in preparation of your Abstract. Be clear and concise in your statement; do not over-generalize or use vague statements.

A. Need for Sabbatical Growth

What professional growth will occur and what problem will your sabbatical address?

B. Sabbatical Activities

What do you plan to do and how do you plan to do it?

C. Anticipated Outcomes

How will this sabbatical benefit our students, our College, and the District?

D. Means of Measurement

What documentation will you provide to show that the sabbatical activities have been successfully completed? Means of measurement must be stated explicitly.

Part II. Sabbatical Plan: (Start new page and use these specific topic headings in your plan.) A statement is required showing how leave will be utilized. For retraining or upgrading of education preparation, give name of accredited college/university and schedule of classes you plan to take with course titles and course descriptions.

A. Description of Overall Proposal

The description must define the project clearly. Explain what it is that you intend to do. State how the project relates to your assignment. Indicate how the project correlates with the objectives of District, the College, your division, and your supervisor. Substantiate the need for a one-or two-semester leave.

B. Objectives

1. Number your objectives.
2. The objectives must be clearly written in such a manner that completion can be documented.
3. The objectives of the District and of the College.

C. Evidence of Completion

This is a most important section and should be carefully thought out. The sabbatical is a contract. In this section you are indicating how you will provide documentation of completion. If your sabbatical consists of taking certain courses at an accredited college, then transcripts of grades are usually sufficient. Documentation of creative projects and/or travel may be more complete; however, the committee encourages such proposals. If you agree to do something, be specific, avoid words such as “some” or “many.”

D. Relationship to Current/Future Assignment and Improvement of Student Learning

Indicate how the project will improve service to the College and foster significant professional and personal growth. Describe how this project will improve student learning. Specify the anticipated improvements to student learning. Document any District, College, or academic discipline support for the project and its implementation.

E. Calendar

1. The calendar should be in sufficient detail to justify the time requested. For research, writing, travel, or combination, give a complete schedule of full-time utilization of proposed project.
2. Any preplanning activities should be indicated, i.e., fulfillment of a course you are taking now that would be a prerequisite to a sabbatical course, admission approval, travel arrangements, and so forth.
3. Give details when each segment of the activities will take place.

F. Funding

If funding other than sabbatical rate salary is required, indicate source (grants or District Office) and agreements you have made.

G. Need for Sabbatical

Explain why the activities of the sabbatical cannot be accomplished during your regular assignment.

Part III. Signed Agreement by the Faculty Member that:

- A.** Full compliance with the terms and conditions of the sabbatical is a necessary Condition of future employment with the City Colleges of Chicago.
- B.** If he/she fails to return to service at the expiration of the sabbatical leave and serve at least one academic year thereafter, he/she shall refund all sums of moneys paid to him/her by the Board.