

Sabbatical Leave Application Form

Prior to submitting your application, please have a conversation with your Dean and obtain their verbal approval. Your Dean will provide documentation outlining the department plans for replacing your teaching schedule.

When you receive the verbal approval from your Dean, complete this electronic form and click on the "Submit" button. Once the application is submitted, your dean will receive an electronic copy, as confirmation of your submission.

ACKNOWLEDGEMENTS

By providing my electronic signature to this application I acknowledge that my proposal has been discussed and approved by my Dean. I understand that my Campus President/Vice President will have final approval before my application is reviewed by the committee.

If granted Sabbatical Leave, I agree to abide by the terms of Valencia's Sabbatical Leave Policy, and within four months following completion of the sabbatical leave, submit a [report](#) summarizing the benefits and/or achievements resulting from the Sabbatical Leave.

I understand that any travel conducted while on Sabbatical is at my own risk. I understand that while employee health insurance benefits may continue while I am conducting research, study or work internationally, Valencia College shall not be responsible for the payment of emergency expenses incurred should I experience illness, accident, or injury during the period of Sabbatical Leave. If my leave includes travel, it is recommended that I purchase additional medical/trip insurance at my own expense, to cover unanticipated travel issues.

APPLICANT INFORMATION

First Name *

Last Name *

VID Number *

Job Title *

Department *

Campus *

Mail Code *

Email *

Office Phone *

Only numbers, no dashes please

DEAN/SUPERVISOR INFORMATION

Dean First Name *

Dean Last Name *

Dean Email *

CAMPUS PRESIDENT/VICE PRESIDENT INFORMATION

Campus President/VP
First Name *

Campus President/VP
Last Name *

Term(s) of Requested
Sabbatical Leave * Fall 2021
 Spring 2022
 Summer 2022

Have you taken
Sabbatical Leave
before? * Yes
 No

AWARD CRITERIA

All of the proposals which meet the Sabbatical Leave Policy's purpose and criteria as listed in [Policy 6Hx28:3D-12](#) will be ranked using the following criteria (in order of relative importance):

- a. Merit of the proposal
 - b. Exceptional service to the College
 - c. Number of prior Sabbatical Leaves approved and taken by the applicant (lower number receives greater priority)
 - d. Number of years of applicable Valencia service
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TYPE OF PROPOSAL

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- Study
- Research
- Creative Work
- Field Observation
- Additional training for improving skills and for maintaining professional currency in the field
- Other pursuits of value to the individual and the College.

Provide a 2-3 sentence description of your Sabbatical Plans *

REQUIRED ATTACHMENTS

1. A typed, detailed description of Sabbatical Leave Proposal. Within the context of the proposal, include a:

- a. Description of your plan for sabbatical leave
- b. Description of how these activities will provide for individual renewal, learning and/or experience, which will enhance your ability to contribute to the college.

*

 no file selected

2. A curriculum vitae and/or resume demonstrating exceptional service to the college.

*

 no file selected

OPTIONAL ATTACHMENTS

1. Letters of endorsement are encouraged.

2. If a proposal includes a request for college funds for activities such as travel, purchase of equipment or materials, or other related expenses, a budget must be attached to the application, which shall be separately considered by the College President or designee.

 no file selected

GRANTS/SCHOLARSHIPS ANTICIPATED DURING SABBATICAL LEAVE

Granted: Sources and

Amounts

Applied for: Sources
and Amounts

Electronic signature
(Your Name) *

Submit