

- 9.8.2 Verify Eligibility with Human Resources:** It is the responsibility of the faculty member to obtain the endorsement of the District Human Resources office verifying eligibility for the sabbatical of the duration requested. **Faculty will submit a request to verify eligibility to Human Resources by the end of the eighth week of the Fall term.**
- 9.10 SUBMISSION TO COLLEGE PRESIDENT AND VICE PRESIDENT(S)** ~~By the third Friday of January,~~ **By the end of the second week of the Spring Term,** the Sabbatical Leave Committee will submit to the president and appropriate vice president(s) copies of the recommended applications, together with a clearly delineated ranking of those applications. The president shall confer with the appropriate vice president(s) and, if necessary, the faculty members' immediate supervisors and/or the Sabbatical Leave Committee regarding the applications as well as their impact on college programs.
- 9.12 SUBMISSION TO CHANCELLOR** The president shall forward the committee recommendations to the chancellor ~~prior to February 1~~ **by the end of the fourth week of the Spring term** with his/her written comments.
- 9.14 ACTION BY TRUSTEES** The action of the Board of Trustees shall be transmitted to the committee and its recommended candidates ~~prior to April 1~~ **by the end of the twelfth week of the Spring term.**

9.22 REPORT OF SABBATICAL LEAVE

- 9.22.1** The purpose of the sabbatical leave report is to demonstrate compliance with the approved Sabbatical Leave Proposal and/or its approved amendments (~~see Article 9.19).~~ **(See Appendix E-3: Sabbatical Leave Report Instructions).**

APPENDIX E-1: SABBATICAL LEAVE APPLICATION INSTRUCTIONS

4. Abstract: This **one- page summary** must succinctly define the purpose of the sabbatical leave **by including the following information:** ~~by stating objectives, planned activities, benefits to the students, faculty member and District, and verification of outcomes, both qualitative and quantitative.~~

- 1) Type and Duration of Sabbatical**
- 2) Detailed Objectives**
- 3) Planned Activities**
- 4) Benefits to Students, Faculty Member, and District**
- 5) Evidence of Completion (verification of outcomes-qualitative and quantitative)**

APPENDIX E-3: SABBATICAL LEAVE REPORT INSTRUCTIONS

The instructions which follow are intended to assist you in completing your sabbatical leave report. Each item is required, but these are guidelines, not mandates.

1. Complete the Sabbatical Leave Report Cover Sheet [APPENDIX S(d)]: Complete all the fields at the top including your signature verifying that you completed the sabbatical leave according to your application or according to any approved Amendments.

2. Summary: Write a **succinct** one-page summary for presentation to the Board of Trustees. The summary should **reflect the application, abstract, and any approved amendment and** provide a brief overview of what your project entailed, how you went about completing the project, and how the sabbatical leave has benefited your students, department, college, and/or district. Often, it is easier to prepare the full report on leave activities first, and then summarize the essential points. **The summary should present a standard of scholarship appropriate to the status of a tenured professor at the college.**