

MEMORANDUM

TO: Professional Staff Members

SUBJ: Application for Sabbatical Leave

REFERENCE: Sabbatical Leave Policy and Procedure

Guidelines for Sabbatical Leave are listed below:

- ✓ Eligibility for sabbatical leave commences at the end of the sixth year of service whether or not it coincides with the end of the academic year.
- ✓ Sabbatical leave is awarded either for one year at two-thirds salary or for one-half year at full salary.
- ✓ Faculty members awarded leave must agree to return to the college for one year.
- ✓ Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.
- ✓ A written report concerning sabbatical leave activity shall be submitted to the President within three months after the end of the leave and a verbal report shall be given to Faculty Senate within three months of returning from Sabbatical.

Completed applications from eligible professional staff members shall be submitted to the Chair of the Faculty Senate Personnel Committee on or before the 30<sup>th</sup> day of October each year. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee and submitted to your appropriate Vice President and then to the President for review by the administrative committee.

GREAT BASIN COLLEGE  
Sabbatical Leave Application Form

Submit two copies of the following application, one to your appropriate Vice President, the other to the Chair of the Faculty Senate Personnel Committee. Applications must be submitted no later than October 30<sup>th</sup>.

- I. Complete and sign two copies of the accompanying cover form. Arrange the items listed below in order listed and attach copies of each to the cover forms.
- II. Write a separate and detailed description of how you propose to spend your sabbatical leave. The Personnel Committee will evaluate your proposal based on the criteria outlined in the Sabbatical Leave Criteria Evaluation Form provided at the end of this application. It is essential that you provide sufficient detail for the Committee to make a proper evaluation. Discuss any pending or planned applications for additional monetary support for the proposed sabbatical leave project. Other pertinent information may be appended to the proposal.
- III. Attach letters from no more than three colleagues/department members in support of your leave proposal. The letters may address themselves to the following matters, singly or in combination:
  - a. An evaluation of the proposal and its potential benefit to you and GBC.
  - b. An estimate of the likelihood that you will be able to complete successfully the activity you are proposing.
  - b. An evaluation of your effectiveness in carrying out the duties of your current position.
- IV. Provide the following information:
  - a. Education
  - b. Professional experience
  - c. Accomplishments on any previous sabbatical leave
  - d. Job responsibilities
  - e. Other data which would suggest success in the project you are proposing.

GREAT BASIN COLLEGE  
Sabbatical Leave Application Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Position held at GBC \_\_\_\_\_

"A" Contract

"B" Contract

Request Leave:

½ year at full salary

full year at two-thirds salary

Years of full-time salaried service at GBC since initial employment or since last sabbatical leave, including the present academic year, but not including leave of absence without pay \_\_\_\_\_.

Date of last sabbatical leave if any: \_\_\_\_\_

½ year

full year

★ *Return this form to the Personnel Committee.*

**FOR COMMITTEE USE ONLY:**

Confirmation of years of service for Sabbatical:

\_\_\_\_\_  
(Signature, Human Resources Department)

The candidate has satisfied the requirements for Sabbatical:

\_\_\_\_\_  
(Signature, VP)

Committee Response  Approved  Disapproved

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Approval by President (Signature)

\_\_\_\_\_  
Date

- 1) Write a detailed (no more than two pages) summary of your proposal and include the following aspects:
  - a) Describe the purpose of your sabbatical in meeting the mission of the college:
  - b) Explain the relevance of your sabbatical in helping the applicant perform his/her current duties.
  - c) Describe how your sabbatical will contribute to your personal and professional growth.
  - d) Explain the probability that the conditions of the proposal can be met in the granted leave time.

I agree to the obligations and conditions of sabbatical leave at GBC, and I agree that I will use the granted leave time to accomplish the proposal I have outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GREAT BASIN COLLEGE  
Sabbatical Leave Criteria Evaluation Form**

**CANDIDATE:** \_\_\_\_\_

<b>PROPOSAL'S MERIT AND PRACTICALITY</b> <b>Minimum Standard Requirements:</b>	<b>Excellent 15 points</b>	<b>Good 12 points</b>	<b>Adequate 9 points</b>	<b>Weak 6 points</b>	<b>Not Demonstrated 0 points</b>
1. One page summary of the proposal is complete.					
2. Relevant value in meeting the mission of the college.					
3. Importance in helping the applicant perform his/her current duties.					
4. Contributes to the personal/professional growth of the person applying.					
5. Probability that the conditions of the proposal can be met in the granted leave time.					
Total points _____					

★Greater than 60 = Excellent ★Greater than 40 points = Good ★Greater than 30 points = Adequate ★ 29 or below = Not Demonstrated

✳Total points must be greater than 45 to be considered for Sabbatical.

<b>YEARS OF SERVICE</b>	
1. For every year of service since last sabbatical leave, award one point.	_____ X 1 = _____ Points
<b>CUMULATIVE POINTS</b>	
Merit and Practicality + Years of Service =	_____ POINTS
<b>RECOMMENDED YES/NO</b>	<b>COMMENTS</b>
_____	
Chair, Personnel Committee	Date