

San Diego Miramar College

Applying for a Sabbatical Leave, 2023-2024

SABBATICAL LEAVES

Sabbatical leave opportunities are detailed in Article 18 of the AFT Guild College Faculty Agreement (www.aftguild.org).

1. The number of sabbaticals for 2023-2024 has not been announced yet. Miramar had 4 slots in 2022-2023.
2. Full-time tenured faculty may apply for a sabbatical after six (6) consecutive years of service.
3. Sabbaticals can be used for:
 - *Study
 - *Retraining
 - *Teaching, learning and appropriate instructional and student services
 - *Research
4. Important dates for 2023-2024 sabbatical leave applicants:

Tuesday, February 14, 2023 – Application due to appropriate Department Chair/Supervisor. *Faculty are advised to follow up on their applications to make sure these get to the dean by the deadline.*

Tuesday, February 21, 2023 – completed sabbatical leave request due to school dean or appropriate manager. *Faculty members applying for a research sabbatical must schedule a meeting with the President to discuss their sabbatical and the methodologies being used. This needs to be done prior to the submission of the sabbatical to the PAC.*

Tuesday, March 7, 2023 – Deans/Manager forward sabbatical leave requests to Chair of Professional Advancement Committee (PAC), Denise Maduli-Williams.

Friday, March 24, 2023 – PAC forwards their recommendations to Vice President.

Friday, April 7, 2023 – Vice President reviews, signs, and sends recommendations to College President.

Friday, April 21, 2023 – College President notifies applicants regarding their applications.

Note: *Faculty are advised to follow up on their applications to make sure the applications are moved along in a timely manner.*

Note: If any date listed falls on a weekend or holiday, the new date shall be the first working day following the listed date.

5. The Application for Sabbatical Leave form can be downloaded here:
<https://sdmiramar.edu/sites/default/files/documents/2018-01/Contract-Advancement.pdf>

Additional forms related to sabbaticals can be found on the Miramar College website under: Resources for Faculty & Staff → College Governance → College Committees → Professional Advancement Committee → Important Documents.
Denise Maduli-Williams also has hard copies of the forms.

6. Detailed information about sabbaticals can be found on the AFT website:
<http://www.aftguild.org/> under Article XVIII – Professional Development 18.2 Sabbatical leave request.
7. The Deans, Managers and Professional Advancement Committee members are available for consultation.

Members of the Professional Advancement Committee, 2022- 2023:

Name	Office	Telephone	Email
Denise Maduli-Williams, chair	H-110U	(619) 388-x7512	dmaduliw@sdccd.edu
Cheryl Barnard	K1-201	x7313	cbarnard@sdccd.edu
Carmen Carrasquillo	H-110J	x7532	cjay@sdccd.edu
Ryan Monroy	S-204E	x7499	rmonroy@sdccd.edu
Roger Olson	L-214C	x7622	rolson@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu

8. What does the Professional Development Committee look for in rating proposals?

1. Does it fit the guidelines?	Yes – No
2. Abstract	0-04 pts.
3. Enhancing professional development	0-10 pts.
3. Description of overall objectives	0-10 pts.
4. Evidence of completion Verification	0-04 pts
5. Relevance to assignment & benefit to students	0-10 pts.
6. Benefit to District	0-04 pts.
7. Benefit to college	0-10 pts.