

San Diego Miramar College

Applying for a Sabbatical Leave, 2024-2025

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 2024-2025 has not been announced yet. Miramar had 5 slots in 2023-2024.
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 2024-2025 sabbatical leave applicants:

Deadline	Item
Friday, Feb 9, 2024 (recommended deadline)	Application/ Proposal due to Department Chair/ Supervisor <i>Faculty are advised to follow up on their applications to make sure these get to the Dean/Manager by the deadline.</i>
Thursday, Feb 15, 2024 (recommended deadline because Friday Feb 16 is a holiday)	Application/ Proposal due to Dean/ Manager <i>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 Professional Advancement Committee (PAC) Chair.</i>
Friday, Mar 1, 2024	Application/Proposal with signatures from Department Chair and Dean due to PAC Chair Anh Nguyen (anguyen@sdccd.edu)
No later than Monday, Mar 26, 2024 (date specified in contract)	PAC notifies District HR and AFT of sabbatical recommendations
April 7 (date specified in contract)	Vice President reviews, signs and sends to President with recommendations

April 21 (date specified in contract)	Applicants notified about sabbatical by the President
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Note: Faculty are advised to follow up on their applications to make sure the applications are moved along in a timely manner.

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 (619) 388-	Email
Anh Nguyen, Chair	K1-203M	x7041	anguyen@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
Ken Reinstein	H-110E	x7515	kreinstein@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu
Melissa Wolfson	M-211I	x7510	mwolfson@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.