

# San Diego Miramar College

## Applying for a Sabbatical Leave, 2025-2026

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### SABBATICAL LEAVES

Sabbatical leave descriptions are detailed in [Article 18.2 of the Collective Bargaining Agreement](#).

1. The number of sabbaticals for 2025-2026 has not been announced yet. Miramar had 3 slots in 2024-2025.
2. Full-time tenured faculty and Part-time faculty who have POA 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 2025-2026 sabbatical leave applicants:

Deadline	Item
Thursday, Feb 13, 2025 (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>
Friday, Feb 21, 2025	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 must be done before submitting the sabbatical to the Professional Advancement Committee (PAC) Chair.</i>
Friday, Mar 7, 2025	Application/Proposal with signatures from Department Chair and Dean due to PAC Chair Melissa Wolfson ( <a href="mailto:mwolfson@sdccd.edu">mwolfson@sdccd.edu</a> )
No later than Mar 26, 2025 (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

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

5. Here is the link to the [Sabbatical Leave Application](#).
6. Additional forms related to sabbaticals can be found on the Miramar College [Professional Advancement Committee website](#) in the Important Documents section.
7. The Deans, Managers and Professional Advancement Committee members are available for consultation.

Members of the Professional Advancement Committee, 2022- 2023:

<b>Name</b>	<b>Office</b>	<b>Telephone</b> (619) 388-	<b>Email</b>
Cheryl Barnard	K1-201	x7313	cbarnard@sdccd.edu
Carmen Carrasquillo	H-110J	x7532	cjay@sdccd.edu
Ryan Monroy	S-204E	x7499	rmonroy@sdccd.edu
Anh Nguyen	K1-203M	x7041	anguyen@sdccd.edu
Ken Reinstein	H-110E	x7515	kreinstein@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu
Melissa Wolfson, Chair	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.