

San Diego Miramar College

Applying for a Sabbatical Leave, 2021-2022

SABBATICAL LEAVES

Sabbatical leave opportunities are detailed in Article 18 of the AFT Guild College Faculty Agreement and Article 9 of the Adult Educators Agreement. (www.aftguild.org)

1. The number of sabbaticals for 2021-2022 has not been announced yet. Miramar had 4 slots in 2020-2021.
2. Full-time tenured faculty may apply for a sabbatical after six (6) consecutive years of service. As a pilot program beginning in January 2020, adjunct faculty may apply for a sabbatical leave after six 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 2021-2022 sabbatical leave applicants:

Monday, February 1, 2021 – 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.*

Friday, February 5, 2021 – 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.*

Friday, February 19, 2021 – Deans/Manager forward sabbatical leave requests to Chair of Professional Advancement Committee (PAC), Roger Olson.

Friday, March 12, 2021 – PAC forwards their recommendations to Vice President.

Wednesday, April 7, 2021 – Vice President reviews, signs, and sends recommendations to College President.

Wednesday, April 21, 2021 – College President notifies applicants regarding their application.

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://www.sdmiramar.edu/sites/default/files/documents/2020-10/Sabbatical%20Leave%20Application.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.

6. Detailed information about sabbaticals can be found on the AFT website aftguild.org under Article XVIII - Professional Development 18.2 Sabbatical Leave.

7. The Deans, Managers and Professional Advancement Committee members are available for consultation.

Members of the Professional Advancement Committee, 2020-2021:

| Name | Office | Telephone | Email |
|--------------------|---------|------------|--|
| | | (619) 388- | |
| Roger Olson, Chair | L-214C | x7622 | rolson@sdccd.edu |
| Cheryl Barnard | K1-201 | x7313 | cbarnard@sdccd.edu |
| Marc Hollman | K1-203K | x7561 | mhollman@sdccd.edu |
| Carmen Jay | H-110J | x7532 | cjay@sdccd.edu |
| Wheeler North | F1-103I | x7662 | wnorth@sdccd.edu |
| Kevin Petti | S6-115E | x7491 | kpetti@sdccd.edu |
| John Salinsky | R1-108D | x7936 | jsalinsk@sdccd.edu |

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

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|--|-----------|
| 1. Does it fit the guidelines? | Yes – No |
| 2. Abstract | 0-04 pts. |
| 3. Enhancing professional development | 0-10 pts. |
| 4. Description of overall objectives | 0-10 pts. |
| 5. Evidence of completion verification | 0-04 pts. |
| 6. Relevance to assignment & benefit to students | 0-10 pts. |
| 7. Benefit to District | 0-04 pts. |
| 8. Benefit to college | 0-10 pts. |