

SABBATICAL LEAVE REQUEST
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

PERSONAL INFORMATION	
NAME	SOCIAL SECURITY NUMBER
COLLEGE	DIVISION
PRIMARY DUTIES	
DATE OF FULL-TIME EMPLOYMENT	OFFICE PHONE NUMBER

SABBATICAL INFORMATION	
YEAR OF PROPOSED SABBATICAL	SEMESTER (CHECK ONE) <input type="checkbox"/> FALL & SPRING <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER I <input type="checkbox"/> SUMMER II <input type="checkbox"/> OTHER
DATES OF ALL PREVIOUS SABBATICALS (IF ANY)	
ADDITIONAL FUNDING SOURCES TO SUPPORT SABBATICAL (IF ANY)	

PROCEDURAL INFORMATION
<p>CHECK TO INDICATE UNDERSTANDING AND COMPLIANCE.</p> <p><input type="checkbox"/> 1. I understand Administrative Memorandum IV/H-01.2b entitled "Sabbatical Leave."</p> <p><input type="checkbox"/> 2. I have read the attached Sabbatical Proposal Guidelines prepared by the Faculty Council.</p> <p><input type="checkbox"/> 3. I have submitted Sabbatical Proposal to College Sabbatical Committee.</p> <p><input type="checkbox"/> 4. I understand that any changes to the Sabbatical Proposal will nullify approval, if granted, and will require re-application.</p> <p><input type="checkbox"/> 5. I understand that the Sabbatical Proposal Summary on page two of this Form will be submitted to the Board if my Proposal is recommended for funding.</p>

EMPLOYEE SIGNATURE	DATE
SUPERVISING DEAN SIGNATURE	DATE
VICE PRESIDENT OF INSTRUCTION	DATE

SABBATICAL PROPOSAL SUMMARY
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

PREPARED FOR THE CHANCELLOR AND BOARD OF TRUSTEES

TITLE	AUTHOR
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I. PURPOSE

II. GOALS AND OBJECTIVES

III. SPECIFIC PLAN OF ACTIVITIES

IV. EXPECTED OUTCOMES

V. SCHEDULE

VI. RESOURCES

VII. BUDGET (if applicable)

SABBATICAL PROPOSAL GUIDELINES

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

The Sabbatical Proposal Guidelines provide additional information to facilitate the process for you and for the reviewers of your Sabbatical Proposal. The following summarizes the information requested by the Sabbatical Leave Request Form:

- Page one requires your responses to personal, sabbatical, and procedural **Information** verified by your signature.
- Page two requests a one-page **summary** of your Sabbatical Proposal for presentation to the DCCCD Board of Trustees if your Proposal is approved for funding.
- Page three details the **order** of your sabbatical materials for submission.
- Page four explains the information required in the text of the Proposal itself and clarifies/elaborates the **subheading** information requested for your Sabbatical Proposal.
- Page five delineates the **criteria** used by the Faculty Council to evaluate each Proposal. The actual form is reproduced and the scoring is clarified.

Order of Sabbatical Materials for Submission to College President:

1. **Sabbatical Leave Request Form** with Signature
2. **Sabbatical Proposal Summary**
3. **Sabbatical Proposal Title Page** with Name and College
4. **Sabbatical Proposal Narrative** [Submit maximum of five (5) single-spaced, computer generated or typed pages.]
5. **Resume** with Name and College (include information on teaching, committee work, community service, professional activities and honors/awards.)

Note: The Colleges may set due dates prior to the date Proposals are submitted to the office of the Executive Vice Chancellor of Educational Affairs.

SABBATICAL PROPOSAL GUIDELINES
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Sabbatical Proposal Narrative:

Write the text of your Sabbatical Proposal; remember to limit the text to five (5) single-spaced, computer-generated or typed pages.

Section I Purpose:

- Explain fully the rationale underlying your Proposal: What is the primary reason for completing your project? How will this project benefit DCCCD students, your college, yourself?

Section II Goals and Objectives:

- Explain the specific reason for your project. Demonstrate the need or justification for your sabbatical. Why is this project needed by your college, your students and so on?

Section III Specific Plan of Activities:

- Detail the activities you plan to accomplish your goals. What procedures and/or methods do you plan to follow during your sabbatical? Do you plan to travel? How will these planned activities benefit you and/or your students?

Section IV Expected Outcomes:

- Discuss the Outcomes you envision as a result of your sabbatical. How will your sabbatical project contribute to your and/or your students' intellectual growth and development? What tangible products, if any, do you expect?

Section V Schedule:

- List the specific dates you plan the activities listed in Section III.

Section VI Resources:

- Delineate resources which you plan to use during sabbatical. What support, if any, will you need to accomplish your sabbatical project?

Section VII Budget:

(if applicable)

Section VIII Other Relevant Information:

FACULTY COUNCIL SABBATICAL EVALUATION
 DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

DATE OF REVIEW	PROPOSAL NUMBER
REVIEWER	TOTAL SCORE

Instructions to the Faculty Council: Use this Evaluation Form to evaluate each of the Sabbatical Proposals. Rate each one according to the four criteria listed below.

Indicate a score of 1 to 8 (8 represents the highest score) for criteria **one**, **three**, and **four** on the blank space provided; indicate a score of 1 to 4 (4 represents the highest score) for criterion **two**. The highest **total** score is 28.

- _____ One **INSTRUCTIONAL VALUE** (1 – 8)
- Indicates potential improvement of instruction.
 - Plans to develop innovative or improved teaching methods.
 - Contributes to DCCCD instructional goals.
 - Includes activities to develop instructor qualifications.
 - Demonstrates potential for instructor renewal and/or for career advancement.

- _____ Two **REALISTIC GOALS** (1 – 4)
- Indicates appropriate amount of activity to justify a sabbatical.
 - Develops or explores innovative or improved teaching methods.
 - Includes a clear and achievable schedule for planned activities.
 - Presents a proposed budget, if applicable, adequate to achieve Proposal objectives.

- _____ Three **PROFESSIONAL SERVICE** (1 – 8)
- Resume**
- Includes district service activities.
 - Delineates institutional service activities.
 - Demonstrates community service activities.

- _____ Four **LONGEVITY** (1 – 8)
- Date of Employment (as a full-time faculty member and/or number of years since last sabbatical)
- Indicates minimum 7 years of service = 1
 - 8 – 15 years of service = 3
 - 16 – 20 years of service = 5
 - 21 + years of service = 8