

# **Sabbatical Writing Workshop**



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# GOALS



- ⌘ To become familiar with sabbatical forms
- ⌘ To review expectations of sabbatical review committee
- ⌘ To begin a potential sabbatical plan

# A GOOD REQUEST IS



⌘ Thorough

⌘ Accurate

⌘ Specific

⌘ Concise

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- ⌘ Form is available at  
<http://www.dcccd.edu/SiteCollectionDocuments/DCCCD/Docs/Departments/DO/HR/HROG/Facsab.pdf>
- ⌘ “Additional funding sources”
- ⌘ Administrative Memorandum DEC  
(Regulation)--X
- ⌘ Only page for name and college

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- ⌘ Audience: Board of Trustees and Chancellor
- ⌘ Adhere to one page format
- ⌘ Be clear and concise

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⌘ Information page

⌘ Order of Sabbatical Materials

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## ⌘ Sabbatical Proposal Narrative

- ☑ Maximum 5 pages

- ☑ single spaced

- ☑ typed

# I. Purpose



⌘ The rationale

⌘ The primary reason for project



## **II. Goals and Objectives**



- ⌘ Explanation of specific reason
- ⌘ Identification of need
- ⌘ Justification for sabbatical

# GOAL STATEMENT

## “THESAURUS”



to explore      to research

to locate      to assess      to establish

to evaluate      to investigate

to contact      to analyze      to create

to examine      to appraise      to observe

to determine      to probe      to inspect

to question      to assemble

to ascertain      to produce

# III. Specific Plan of Activities

## ⌘ Detail activities

☑ travel to ...

☑ research in LRC, on the web...

☑ compile, catalog, write ....

# IV. Expected Outcomes



⌘ Benefits to

☑ DCCCD

☑ College

☑ Students

☑ Self

⌘ Tangible results

# V. Schedule



- ⌘ Chronological order
- ⌘ Use general dates, e.g. month
- ⌘ Begin planning activities in semester prior to sabbatical
- ⌘ End activities at end of sabbatical period

# VI. Resources



- ⌘ Personal resources (friends, contacts, memberships)
- ⌘ Professional resources
- ⌘ Professional Enhancement Program (PEP) monies, division travel monies as available

## **VI. Budget**



## **VII. Other Information**

- ⌘ Approximate costs that indicate some research on individual's part
- ⌘ "Other" only if necessary

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## ⌘ Evaluation criteria used by Faculty Council

- ☑ Instructional value (1-8)
- ☑ Realistic goals (1-4)
- ☑ Professional Service (1-8)
- ☑ Longevity (1-8)



# Professional Service: Résumé



⌘ Limit to 1-2 pages maximum

⌘ Include

☑ teaching (content area, various modes)

☑ committee work (college and District)

☑ community service

☑ professional activities

☑ honors and awards

# Longevity



⌘ Date of employment and/or

⌘ Number of years since last same-type sabbatical

☑ minimum 7 years = 1

☑ 8 - 15 years = 3

☑ 16 - 20 years = 5

☑ over 21 years = 8