

**SALT LAKE COMMUNITY COLLEGE  
SABBATICAL LEAVE 2010-2011**

TO: All Full-Time Faculty  
FROM: Sandra L. Kikuchi  
Director, Faculty Services and Study Abroad  
DATE: August 14, 2009  
SUBJECT: SABBATICAL LEAVE

Sabbatical leave is a leave of absence with compensation for one appointment year, or portion thereof, to full-time faculty members to permit them to renew and update their qualifications for their positions, to conduct research, or to undertake professional development.

**Eligibility**

A faculty member must meet the following criteria:

- a. Hold a full-time faculty contract of nine or more months per year that includes teaching, professional, or administrative contract duties.
- b. Have completed six years of satisfactory service as a full-time faculty member at SLCC at the commencement of the sabbatical leave and have completed six years of satisfactory service as a full-time faculty member at SLCC since any previously awarded sabbatical leave.  
(See Policy and Procedures, Sabbatical Leave, Chapter 4, Section 1.02 for further specific details about qualifications, and other procedural requirements.)

**Application**

Application for sabbatical leave shall be made in writing, providing the following:

- a. Statement of purpose—explanation of the value of the sabbatical to the college and the compatibility of the sabbatical goals with department goals.
- b. Detailed description of the sabbatical activity
  - (1) Advanced formal education including name of institution, program subject area, and what the faculty member plans to accomplish during sabbatical leave.
  - (2) Work experience program including where activity will be done (firm, agency, etc.), type of work, and period of time.
  - (3) Professional development including a brief description of study, research, working project, publication, consulting, or any other initiative(s) which serves the division/department or institution.
  - (4) Travel including location and purpose.
- c. Inclusive dates being requested.
- d. Letter of support from the Division/Department Chair signed by the majority of faculty members within the division/department to move forward.
- e. Letter of support from the respective dean to move forward.
- f. Description of what the faculty member will do to share the sabbatical experience(s) with faculty colleagues.

Applications are due to the department/division for approval **no later than the second Friday of October (October 9, 2009 or sooner)**. After department/division approval, all applications and supporting documentation are submitted to Faculty Services **no later than the fourth Friday of October (October 23, 2009 or sooner)**.

**All forms/supporting documentation must be submitted to Faculty Services, CT 258, mail code: ISP, by October 23, 2009.  
(DO NOT SEND FORMS, SUPPORTING DOCUMENTATION, ETC. TO THE VICE PRESIDENT'S OR PRESIDENT'S OFFICE)**

Upon completion of a sabbatical, the faculty member must submit a written summary of his or her accomplishments addressing the proposed goals of the sabbatical leave to the Faculty Services Director for the President of the College and the appropriate vice president. By the end of the first semester in which the member returns from the sabbatical, the faculty member must complete a formal presentation in the form of a workshop or seminar to faculty members, students, staff, and community members about the educational and professional impact of the sabbatical leave.

(revised 08/14/09)

# SALT LAKE COMMUNITY COLLEGE

Sabbatical Leave Application 2010-2011

Name of applicant: \_\_\_\_\_ Department/Division \_\_\_\_\_

Campus address: \_\_\_\_\_ Campus phone #: \_\_\_\_\_

Date(s) of previous sabbatical(s) at SLCC \_\_\_\_\_

- YES \_\_\_\_\_ NO \_\_\_\_\_ LETTER OF SUPPORT RECEIVED FROM DEPARTMENT/DIVISION CHAIR
- YES \_\_\_\_\_ NO \_\_\_\_\_ LETTER OF SUPPORT RECEIVED FROM RESPECTIVE DEAN

All forms/supporting documentation must be submitted to Faculty Services, CT 258, mail code: ISP, by October 23, 2009.

Faculty Services will submit materials to and obtain signatures from the parties listed below.

(DO NOT SEND FORMS, SUPPORTING DOCUMENTATION, ETC. TO THE VICE PRESIDENT'S OR PRESIDENT'S OFFICE)

## •FACULTY SENATE SUB-COMMITTEE:

Approve \_\_\_\_\_

Revise and resubmit \_\_\_\_\_

Disapprove \_\_\_\_\_

\_\_\_\_\_  
(Faculty Senate Sub-committee Chair's Signature)

\_\_\_\_\_  
(Date)

## •DEANS' COUNCIL:

Approve \_\_\_\_\_

Revise and resubmit \_\_\_\_\_

Disapprove \_\_\_\_\_

\_\_\_\_\_  
(Deans' Council Chair's Signature)

\_\_\_\_\_  
(Date)

## •VICE PRESIDENT FOR INSTRUCTION or VICE PRESIDENT OF WORKFORCE, PROFESSIONAL AND LITERACY DEVELOPMENT:

Approve \_\_\_\_\_

Revise and resubmit \_\_\_\_\_

Disapprove \_\_\_\_\_

\_\_\_\_\_  
(Vice President's Signature)

\_\_\_\_\_  
(Date)

## •PRESIDENT, SLCC:

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

\_\_\_\_\_  
(President's Signature)

\_\_\_\_\_  
(Date)

(revised 08/14/09)