

# SABBATICAL LEAVE APPLICATION

For complete guidelines and procedures, refer to the Faculty Senate's website at: <https://www.tmcc.edu/faculty-senate/policies-and-procedures/faculty-senate-sabbatical-leave>.

Date (mm/dd/yyyy)	Last Name	First Name	Middle Initial
Position Held at TMCC		Date Hired (mm/dd/yyyy)	Contract <input type="checkbox"/> A <input type="checkbox"/> B
Number of Semesters Requested for Leave		Completion Date of Last Sabbatical	
<b>I agree to the obligations, procedures and conditions contingent to Sabbatical Leave as set forth in the TMCC Policy and the Board of Regents handbook</b>			
Signature of Applicant			Date

## CHECKLIST

The following checklist will help guide you through the application process. Review the complete guidelines at <https://www.tmcc.edu/faculty-senate>

## APPLICATION PACKET

- Completed Application Packet contains all of the following:
  - This completed/signed application form (*which serves as your Application Packet's Cover Page*)
  - Proposal
  - Current resume or CV
  - Two letters of support
  - Length of Salaried Service form (*issued by Human Resources*)
  - Copies of notification emails sent to chair/director and dean/supervisor

## PROJECT CONTENT (EACH ITEM SHOULD BE ADDRESSED IN THE PROPOSAL)

- The project is consistent with the vision, mission, values, and strategic initiatives of TMCC.
- The project develops or updates your skills in ways that will benefit TMCC.
- The project benefits students.
- The intended outcomes are clearly stated and related to identifiable needs.
- The measurements of the intended outcomes are fully described.
- The time schedule includes activities to be accomplished during the sabbatical as well as the final report.
- The proposed project involves activities that fall outside of your normal job description.
- The project has the intellectual sophistication appropriate for a community college professional.