

COLUMBUS STATE

COMMUNITY COLLEGE

FACULTY APPLICATION FOR SABBATICAL LEAVE

I. APPLICANT INFORMATION

Name _____ Extension # _____

Title/Department _____ Date of Full-time Hire _____

Semester/Year of Last Sabbatical _____

Date sabbatical leave is to begin _____ and end _____

II. INITIAL ELIGIBILITY REVIEW

Initial eligibility review for sabbatical leave requires that candidates meet the requirements related to the minimum years of service, required years since previous sabbatical leave, the attainment of tenure, and is not involved in any phase of disciplinary action.

Does sabbatical applicant **meet** initial eligibility review requirements? YES NO

Reason(s) sabbatical applicant **does not meet** initial eligibility requirements. _____

Director of Human Resources or Designee

Date

III. SUPPORTING DOCUMENTATION

Sabbatical leave will be granted for purposes that will enhance the quality of instruction, student services, and management at Columbus State Community College and therefore, must be clearly related to the sabbatical candidate's responsibilities at the college.

Please attach a proposal for sabbatical leave, not to exceed two double-spaced typewritten pages, to this form. All proposals must describe:

1. Objective(s) for the sabbatical;
2. Means of achieving the objective(s);
3. Benefits to Columbus State Community College, and;
4. Proposed methods of reporting to appropriate individuals or groups the results of the sabbatical.

IV. REVIEW AND RECOMMENDATIONS

Granting of request is recommended ___ not recommended _____
Department Representative Date

Granting of request is recommended ___ not recommended _____
Chairperson Date

Granting of request is recommended not recommended _____
Dean/Director Date

Final awarding of sabbatical is subject to availability of funding. See CSCC Policy No. 5-03, Section A, paragraph 4, d.

V. SABBATICAL APPLICATION RANKING (If needed)

Upon review by the Division Sabbatical Review Committee, the committee hereby assigns a rank of _____ out of _____ to this sabbatical application.

Division Committee Representative

Date