

**NAPA VALLEY COLLEGE ACADEMIC SENATE
INSTRUCTIONS/PROCESS FOR SABBATICAL REQUEST**

I. Instructions

A. Completed proposals must be submitted to the Academic Senate Office by the date indicated on the contract.

B. Include the following information in your proposal:

1. Project Description:

Provide a detailed description of the course of study, research, or activity proposed for your sabbatical leave. Include the following:

- (a) Outline of activities
- (b) Timeline/itinerary for activities
- (c) Goals and projected outcomes of project/activities
- (d) Method by which goals and outcomes of project/activities will be evaluated
- (e) Plan for implementation upon return

2. Need for Project:

Include the following:

- (a) Relevant background information and/or rationale for project/activity
- (b) How project/activity addresses the following:
 - (1) Academic Excellence/Professional Growth
 - (2) Impact on students and/or institution

REQUIRED: (d) Evidence of division support for projects involving curricular and/or program changes

OPTIONAL: (c) Evidence of division support

C. Attach *Sabbatical Leave Request and Terms of Approval* to your proposal.

II. Process

1. Your employee ID will be used to identify your proposal. The Professional Development Committee will read and rank sabbatical proposals without knowing names of applicants.
2. The Professional Development Committee will notify members of their approval status along with assigned points, relative ranking and comments.
3. The committee will also notify the faculty members as to when the recommendation list will be sent to the Senate Executive Committee for discussion and approval.
4. If a faculty member disagrees with his/her place in the ranking order, he/she should submit in writing to the Academic Senate President an appeal statement

outlining his/her concerns along with other pertinent information to support the expected outcome.

5. Appeals must be received within five working days of initial ranking and notification.
6. At the request of the applicant's request, the Professional Development Committee will also meet with any dissatisfied faculty member in order to clarify how the proposal was evaluated and ranked.
7. The Professional Development Committee will review and discuss the appeal and decide to recommend re-ranking if appropriate. The applicant will be notified of the PDC's decision.
8. If an appeal has been submitted and the ranking status is changed, all applicants will be notified of the change and allowed to submit new appeals within five working days to the Academic Senate President.
9. If an appeal has been submitted and the ranking stands and the faculty member is still dissatisfied, he/she may request that appeal be attached to sabbatical proposal when forwarded to the College President for review.
10. The Academic Senate Executive Committee will review applications and rankings (including any appeals and the associated PDC decision) If the Academic Senate Executive Committee reviews a contested ranking and decides to re-rank the proposals, all applicants will be notified of the change and allowed five working days to appeal the new ranking. The list of rankings then will be presented to the full Senate for approval then forwarded to the Office of Instruction.
11. The Vice President of Instruction will present the proposals (along with any attached appeals) to the College President for evaluation.
12. The President shall forward recommendations for sabbatical approval to the Board of Trustees for the first regular meeting in February of the academic year preceding the desired leave.