

Austin Community College Staff Sabbatical Application Submission Process

The Sabbatical Leave Administrative Rule, Application Process and Timeline, and Sabbatical Application form are all available online at <http://www.austincc.edu/hr/profdev/sabbaticals.php>.

- At least one month prior to the Sabbatical Application Deadline (first weekday of December), the staff member wishing to apply for sabbatical leave from ACC should thoroughly review the Sabbatical Leave Administrative Rule, Application Process and Timeline, and Sabbatical Application Form before beginning the application process.
- The applicant should compose a highly detailed narrative, describing the proposed sabbatical experience. The narrative should include how the experience will benefit the teaching and learning activities and/or other services of ACC and the applicant as an ACC staff member. If the experience is contingent upon an award of any kind, or admission into a particular educational program, please specify and attach any relevant material.

Post-Submission Timeline

- The applicant should provide copies of his or her summary employment evaluations for the most recent three years.
- The applicant should provide all other applicable supporting documentation.

All of the above materials should be attached to the Sabbatical Leave Application.

- The applicant should acquire the signatures of his or her Immediate Supervisor and Vice President or AVP (whichever applies).
- The applicant should fill out a Sabbatical Application Checklist and attach it as a cover sheet for his or her application.
- On or before the first weekday of December, the application should be delivered to the Professional Development and Evaluation Office, HBC, Room 604.
- Within two weeks after the submission deadline, the Sabbatical Review Committee reviews proposals.
- Within one week after the previous deadline, the Sabbatical Review Committee submits recommendations to the President



Professional Development and Evaluation Programs
Office of Human Resources, HBC 604
512-223-7997