Austin Community College
Faculty Sabbatical Leave Application Checklist

Before submitting your Sabbatical Application to the Professional Development and Evaluation Office (HBC 604), check that each of the criteria below has been met, when applicable. If any of the criteria do not apply, indicate this with "N/A." Attach this completed checklist as the cover sheet for your Sabbatical Application.

_____A detailed narrative is attached, explaining how the experience will benefit the teaching/learning and/or other activities of ACC and you as an ACC staff member.

_____If applicable, documentation is attached, confirming receipt of any award, grant, fellowship, or other arrangements (admission to program of academic study, etc.) relative to the proposed sabbatical experience.

_____If applicable, a specific proposed course inventory to be completed during the sabbatical experience is attached.

_____If applicable, a statement indicating how intellectual property rights of products developed during leave will be shared with the College of products developed during the leave.

_____Copies of your summary employment evaluations for the most recent three years are attached.

_____Signature of Department Chair has been acquired.

_____Signature of Dean (if appropriate) has been acquired.

_____Signature of the Vice President has been acquired.

When all of the above has been completed, submit your application to the Professional Development and Evaluation Office, HBC Room 604 on or before the first weekday of December. Please do not deliver your application to the Office of the President. The President's signature will be added if your sabbatical application is approved.

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