



Austin Community College Staff 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 Immediate Supervisor has been acquired.

____ Signature of Supervisor, AVP or Vice President (whichever applies) has been acquired.

____ Signature of the Vice President has been acquired, if AVP above.

When all of the above has been completed, submit your application to the Professional Development and Evaluation Office at 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.