

Austin Community College
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. **An application will not be accepted without a completed checklist attached.**

____ I have read the Sabbatical Administrative Rule and Guidelines/Procedures located at <http://www.austincc.edu/admrule/4.05.001.htm>

____ I have completed the online Sabbatical Application Preparation module located at <http://www.austincc.edu/hr/profdev/eworkshops/sabbatical/>

____ I have attached a detailed narrative (no longer than five pages), explaining how the experience will benefit the teaching/learning and/or other activities of ACC and me as an ACC faculty member.

____ If applicable, I have attached documentation 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, I have attached a specific proposed course inventory to be completed during the sabbatical experience.

____ I have read the explanation of ACC's Copyright Agreement Forms at <http://irt.austincc.edu/copyright/>

____ I have attached a completed Standard Agreement Form

____ I have attached a completed Alternate Agreement Form

____ No agreement form is necessary for this project

____ I have attached copies of my evaluation summary forms for the most recent three years. **I understand that if these forms are not attached, the application will not be considered.**

____ Immediate Supervisor has signed.

____ Next Level Supervisor has signed.

____ Highest Level Supervisor has signed. (EVP or VP/AVP/Exec Director if there is no EVP in the applicant's area)

When all of the above has been completed, submit your application to the Professional Development and Evaluation Office, HBC Room 608.5 on or before November 14, 2011. **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 608.5
512-223-7564