

Austin Community College
Staff Sabbatical Leave Application

Date Application Received

[For use by Professional Development and Evaluation Office only]

This application must be completed and submitted to the Professional Development and Evaluation Office (HBC 604) for consideration prior to the Sabbatical Leave deadline, which is the first weekday of December. Please contact the Professional Development and Evaluation Office (223-7997) regarding questions about this application or the sabbatical procedure.

NOTE: Only complete applications will be considered.

Name: _____ Date: _____

SSN: _____ Title: _____

Phone: _____ Email: _____

Discipline/Program/Department: _____

Hire Date of Staffing Table Employment: _____

Length of Leave Requested:

_____ One year (10.5 month contract)
_____ One Fall Semester _____ One Spring Semester _____ One Summer Semester
_____ Days

Requested Period of Leave:

From: _____ To: _____

Please provide the following, with documentation:

- a detailed narrative describing the proposed sabbatical experience, including how the experience will benefit you and/or teaching/learning or other ACC activities;
- documentation, if appropriate, confirming receipt of any award, grant, fellowship or other arrangements (admission to program of academic study, etc.) relative to the proposed sabbatical experience;
- proposed course inventory to be completed during the sabbatical experience, if appropriate;
- a statement indicating how you wish to share intellectual property rights of products developed during the leave with the College, if appropriate;
- copies of your summary employment evaluations for the most recent three years.

If sabbatical leave request is approved, I agree to the following:

- 1) I agree to remain employed at Austin Community College for a period of time equal to the length of the leave.
- 2) I agree to submit a written Sabbatical Leave report of my experience to my supervisor and to the Professional Development and Evaluation Office within 90 days of returning to work and to be available for presentations about the sabbatical experience, the benefit gained from the leave, and other related topics.
- 3) If this agreement is not fulfilled, I agree to repay any money paid to me while on leave from Austin Community College.

Intellectual Property:

___ I wish to exempt any products that may be developed as a consequence of my sabbatical leave from Intellectual Property consideration. ((Copyright Ownership Agreement Form attached.)*

___ I do not wish to exempt any products that may be developed as a consequence of my sabbatical leave from intellectual Property consideration.

ACC's Copyright Ownership Policy is at <http://irt.austincc.edu/copyright/>.

*Locate Copyright Ownership Agreement Form at <http://irt.austincc.edu/copyright/ownership/ownerforms.html>.

Signature of Applicant

Date

Signature over the designated disciplines/offices indicates that this proposal is recommended for a sabbatical leave for the applicant.

Immediate Supervisor

Date

Associate Vice President (if appropriate)

Date

Vice President (if appropriate)

Date

President

Date

