Completing this module

- The goal of this module is to prepare you to submit an application for Sabbatical Leave at ACC. At the end of the module, you will complete a brief “Understanding Check,” to assure that you have a good grasp of what is involved in the application process. A notification of completion and your score will be forwarded to the Office of Professional Development & Evaluation, where your completion will be recorded.
- No professional development credits will be awarded for completion of this module.
Getting Started

Preparing to submit an application for a Sabbatical at ACC is a time-consuming process. However, if you begin the process early and follow the steps discussed in this brief module, you should be able to complete the process in a relatively trouble-free manner. Because the number of Sabbatical leaves rewarded each year is limited (no more than 2% of any employee group), you want to make sure that your application is the best it can be.

Keep in Mind:

- Only ACC staffing table employees may apply.
- Applicants must have been employed by ACC for six consecutive years before they apply.
- The Sabbatical should result in the completion of a project beneficial not only to the applicant personally and professionally, but also to ACC as an institution.
- The longest a Sabbatical can last is for one academic year. It can also be shorter, consisting of one semester or even one or two months.
- Individuals on Sabbatical leave are paid their full salaries while they are on leave.
More to Keep in Mind

- The ACC Sabbatical committee reviews all applications submitted by each year’s deadline, near the end of the fall semester.
- The committee recommends which applications should be approved and which should be denied.
- ACC President Dr. Richard Rhodes reviews the committee recommendations and makes the final decision as to which applications are approved and which are denied.

The Process

- **Step One:** Go to [http://www.austincc.edu/hr/profdev/sabbaticals.php](http://www.austincc.edu/hr/profdev/sabbaticals.php).
- **Step Two:** Read all documents on that site.
- **Step Three:** Review ACC’s Copyright policy at [http://irt.austincc.edu/copyright/](http://irt.austincc.edu/copyright/). If applicable, complete the Copyright Agreement forms and submit as noted at [http://irt.austincc.edu/copyright/ownership/ownerforms.html](http://irt.austincc.edu/copyright/ownership/ownerforms.html).
- **Step Four:** Prepare a detailed narrative of what you plan to accomplish on Sabbatical.
- **Step Five:** Assemble all materials including completed checklist and signed application form.
- **Step Six:** Submit materials to the Office of Professional Development & Evaluation in HBC 608.5
Preparing the Detailed Narrative

The detailed narrative should answer these questions:
- How will this project improve the applicant professionally?
- What will it contribute to ACC as a whole?
- What is the specific timeline for accomplishing the Sabbatical goals? Providing a calendar for the project is a good idea.

The importance of detail

Remember that although you may understand the “ins and outs of your project,” you must make sure the committee does as well. Although you don’t want your narrative to be unnecessarily long, you must include specific details so that the committee can grasp what you are proposing. The narrative should be at least three pages but no more than 5 pages in length.
Remember

- You must demonstrate that “all systems are go” with this project! Therefore, you will want to include any and all documents which demonstrate that this is a viable project for which you have already built a foundation of success. If all you have right now is a good idea for a project, you are not yet ready to apply for a Sabbatical.

Documentation to include

Examples of the type of documentation you would include are below:
- If you have been accepted into a program of study, include the letter of acceptance and a course inventory.
- If you are writing a book, include the outline for the book and the publisher’s letter of agreement.
- If you are completing a project abroad, include documentation from the location where you will be working.
- If you are developing a product for your department, include a letter of support from your supervisor.
Checklist Elements

- The Sabbatical Leave Application checklist is located at http://www.austincc.edu/hr/profdev/sabbaticals.php.
- All requirements on the checklist must be completed.
- You must include three years of evaluation summary forms; no application will be considered without those forms.

A word about evaluations

If you have not been evaluated at ACC for the past three years, you need to meet and discuss this with your supervisor. Evaluation is an ACC requirement, as per Administrative Rules 6.07.003 and 6.07.001.

For the application to be accepted, three years of evaluations on the appropriate forms must be submitted; a letter from your supervisor, in lieu of the appropriate forms, is not acceptable.
Gearing up

Allow yourself plenty of time to prepare a well-documented Sabbatical proposal with the needed signatures. As with all such projects, you should not wait until the last minute to complete all of the forms and acquire all of the signatures. Your immediate supervisor, next level supervisor and highest level supervisor must all sign your request, and each will need sufficient time to read the application before signing it.

After you have submitted

After your application has been submitted to the ACC Professional Development and Evaluations office, the Sabbatical committee will meet in late November to discuss all of the applications. The committee will send the applications and its recommendations to the president. The president will review the applications as well as the recommendations and make his decision.
Next . . . .

All applicants will receive letters before the holiday break in December. Those whose Sabbaticals have not been approved should contact the Professional Development Coordinator to learn why the request was not approved and how to improve it so that it can be submitted again in the next year, if the applicant so chooses.

Those whose Sabbaticals have been approved should contact their supervisors so that the short-term replacement process can begin.

After the Sabbatical is over

- Sixty days prior to the end of the leave, the leave recipient will notify the appropriate supervisor in writing of intent to return to ACC. Recipients who take less than one-year leave will notify the appropriate supervisor 30 days prior to the end of the leave.
- The applicant shall agree in writing to serve ACC for a period of time equal to the length of the leave, once the leave has been completed. If this agreement is not fulfilled, the applicant shall be required to repay the College all money paid while on leave.
After the Sabbatical is over cont’d.

- The leave recipient shall submit a written Sabbatical Leave Report to the Professional Development office, to the supervisors who signed the application, and to the President within 90 days from the date of return to regular duties by the employee. The report shall summarize the sabbatical experience, including acquisition of skills or completion of research or a community service project; shall outline the activities engaged in during the sabbatical leave; and shall explain how this experience will be useful to Austin Community College.

After cont’d

- In addition, upon request, the employee will make a presentation to his or her peers and other employees concerning the sabbatical experience, the benefit gained, and other appropriate related topics.
- If the conditions of the leave report and presentation are not fulfilled in a timely manner, the applicant shall be required to repay the College all money paid while on leave.
Questions?

• ACC wants for you to experience a satisfying and beneficial Sabbatical Leave. Assuring that the application is submitted accurately and efficiently is the first step towards getting you to your Sabbatical Leave.

GOOD LUCK!

• If you have any questions or need more information about the process, please contact the Professional Development Coordinator, Christina Michura at cmichura@austincc.edu or Haydeana Gaviria at hgaviria@austincc.edu