

**Application**

**I. Reviews/Recommendations/Action**

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided.

Due Date				Date	Signature
Oct.15	Division Dean	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Nov. 1	Pro Gro	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Dec. 1	Campus Dean	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Dec 15	VP / Provost	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Jan. 15	President	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board.				
March 15	Board Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Within 48 hrs	Board Secretary Notifies Recipients 48 hrs. after Board Decision				
April 1	President Notifies Recipients in Writing				
Within 2 weeks of notification from President	Recipient accepts/rejects in writing to President				
Nov. 1, following year	Recipient submits written report to Provost (copy to ProGro). May be asked to present to Board				

**II. Submission of Application**

- The faculty applicant has verified with Human Resources the completion of 6 full years of probationary/continuing contract status.
- The faculty applicant has read and understands the college requirements in accordance with the Sabbatical Leave of Absence for Full-Time Faculty Policy 2.7.3 and the Intellectual Property Policy 2.3.1.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### III. Faculty Acceptance Agreement:

- I agree to return to Yavapai College and resume my duties for a period of two years immediately following my sabbatical leave.
- If the sabbatical is for one-half year, I will return to the College for the remainder of the contract year along with the two-year requirement.
- If I do not return to my college employment, I understand I will be required to reimburse the College for all salary and benefits received during the sabbatical leave.
- I also agree to submit a written report and make a presentation by November 1 of the year following the sabbatical, to the President and Governing Board of the activities completed while on my sabbatical.
- I understand that if I fail to carry out the purposes and activities for which the leave was granted, disciplinary action may be initiated.
- I agree that Yavapai College will have appropriate access to all sabbatical related research materials pursuant to the Yavapai College Intellectual Property Policy.
- I agree to comply with any additional conditions specified below:

---

---

---

---

## College Commitment to Sabbatical (to be completed by supervisor)

COLLEGE COMMITMENT	COST AND SOURCE OF SUPPORT
Salary to employee for the period of the sabbatical:	\$
Replacement plan and cost:	\$
Hardware, software or other support required: (list)	\$
Staff support required:	\$

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Campus Dean Date