

Yavapai College

Sabbatical Leave Request Template

Format for Proposal

- 1" margins
- Text: Arial or Times New Roman, 12 point
- Cover page: Centered vertically/horizontally
- Bold Headings
- Page numbers at bottom center

Components of Proposal:

Cover Page

- Name, Department/Division/Campus, Dates of Proposed Leave, Date of Request, Brief Title, or Purpose of the Sabbatical Request

Project Description

- Statement of problem or area to be researched. Include data, references, or citations from the literature. If research or project relates to a potential new program, include data-based references to the potential market
- Specific activities, approaches, methodology (include enough detail to support time requested).

Relevance of the Research or Project (reference each bulleted item or N/A as appropriate)

- Reference to Strategic Plan
- Identify need in county or region
(For example, identify Yavapai College student, faculty, or staff need)
- Describe in detail how your sabbatical will benefit students at YC.
- Describe how your plan benefits the college community. Include detailed implementation plan (e.g., seminars for staff or students; evidence of integration into teaching; dissemination of materials to other faculty; publication of workbooks; pilot testing and timeline for full implementation of on-line courses or materials)
- Identify international and/or potential national markets or profit center opportunities.
- Specify products that will likely result from the support research time such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe, e.g. how many lessons, text only, or graphics, etc.)
Address intellectual property, if applicable.

Benefits to the Employee

- Describe how this sabbatical will impact your teaching and/or professional development.

Service History

- Years of full time/part time faculty service at YC (delineate probationary and/or limited term years). Include number of years and calendar years, e.g. Fall, 1987 – Spring 1996.
- History of faculty service.
- Date of last sabbatical, if awarded.

Additional Resources Required

- Include staff support such as computer technologist time, graphics, publication assistance, etc.
- List hardware, software, or other (e.g., Internet connections from home, etc.)

Criteria for Ranking and Recommending Sabbatical Leaves (YC Policy 2.7.3)

Highest priority is assigned to applications with a high probability of direct impact on subject matter expertise, pursuit or completion of advanced degrees, enhanced achievement of desired student outcomes, improved performance of faculty duties, or achievement of high priority strategic initiatives.