

Napa Valley College
Sabbatical Application

forwards the approved applications to the office of Academic Affairs.

6. The Superintendent/Vice President of Academic Affairs presents the proposals to the College President.
7. The President forwards recommendations for sabbatical to the Board of Trustees at the first regular meeting in February of the academic year immediately preceding the sabbatical.
8. The Board of Trustees decides whether to grant or deny leave.
9. The Office of Academic Affairs notifies applicants immediately following the Board of Trustees meeting in which sabbaticals are approved.

The Application

Sabbatical applicants having met the minimum requirements of service must submit a Sabbatical Application which details their sabbatical plan, its justification, goals, and expected outcomes. The application will consist of three essays totaling approximately 1300 words along with a plan and supporting documents. Specifically, the following must be included in the application:

1. One essay (approximately 500 words) that explains how the sabbatical will enhance the academic and professional excellence of the applicant.
2. One essay (approximately 500 words) that explains how the sabbatical will benefit the institution and its constituent groups.
3. One essay (approximately 300 words) proposes a plan whereby the results of the sabbatical will be shared with a department, division, or the college at large.
4. A proposed plan (which may be structured as a detailed outline) of the activities that will be undertaken, replete with dates and expected lengths of time, mapped to the goals of the sabbatical.
5. Any supporting documents (materials, calendars, travel itineraries, invitations to collaborate, and so forth) that may be of relevant interest or helpful in elucidating any of the aforementioned criteria to the Reviewing Committee.

Applicants may include a cover sheet, abstract, summary or introduction page with their application.

Applicants must attach as the final page of their application the completed “Sabbatical Contract and Obligations” found on page 6 of this packet or submit the completed contract as per allowable online submission protocols.

Applicants must submit the application to the Academic Senate Secretary no later than September 30th of the academic year immediately preceding the desired start date of the sabbatical.

Application Checklist:

Essay explaining how the sabbatical will enhance the academic and professional

Approval Criteria

The Sabbatical Application should address the following four components. Each of these components will be separately scored according to the rubric attached on page 5. Only applications meeting a minimum threshold of an average 24 points will be forwarded to the Academic Senate for approval.

Enhances Academic and Professional Excellence (up to 9 points) (approximately 500 words):

Explain and support how the sabbatical will address **one or more** of the following criteria:

- Enhance teaching pedagogy and/or practices
- Pursue a new field of study
- Participate in the discourse of a relevant discipline
- Provide professional development and/or renewal

Benefits Institution and its Constituent Groups (up to 9 points) (approximately 500 words):

Explain and support how the sabbatical will address **one or more** of the following criteria:

- Prepare students for evolving roles in a diverse, dynamic, and interdependent world
- Improve existing programs or services
- Develop new programs or services
- Enhance student success

Sabbatical applications will be reviewed and scored according to the following rubric

Category	Score								
Enhances Academic and Professional Excellence	Proposal thoroughly explains and supports how the sabbatical will enhance the academic and professional excellence of the candidate			Proposal explains how the sabbatical will enhance the academic and professional excellence of the candidate			Proposal claims the sabbatical will enhance the academic and professional excellence of the candidate		
	9	8	7	6	5	4	3	2	1

