

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT SABBATICAL LEAVE PROPOSAL GUIDELINES**

For specific information on sabbatical leaves, review the section in the Agreement between Riverside Community College District and Riverside Community College District Faculty Association, CTA/NEA, Article XIII, Section P, p. 47-52. To be considered complete, the Sabbatical Leave Request Forms must be included with your proposal.

The following is intended to provide general guidelines. The format and length of the proposal is the prerogative of the individual and may be tailored to the purpose, content, and scope of the proposal.

### **I. OVERVIEW OF PURPOSE AND CONTENT**

Provide a paragraph that serves as an introductory overview of the proposed purpose and content of your proposal.

#### **A. GOALS OF THE SABBATICAL LEAVE**

1. List two or more specific goals you intend to accomplish which are inherent to the purpose and outcomes of your proposal.

#### **B. ACTIVITIES TO MEET THE GOALS**

Select from the activities listed or develop different activities which should be enumerated. If course work, be specific and include the name of the institution, course title, short description, number of semester/quarter units, graduate/undergraduate level, enrollment and completion dates, etc. Brief descriptions of the course work, independent study, or other activities and the manner in which they support goals and outcomes add detail and clarity to the proposal. If appropriate, provide alternatives in the event a course may not be available.

If other activities will be done, sufficient detail should be provided to indicate the nature and scope of the activity and an approximation of the amount of work/time to complete the proposal that substantiates the request for either a one or two-semester requested leave.

1. Course Work – include courses title, short description (by semester)
2. Professional Publications (see Administrative Procedure 7160a for definition)
3. Independent Study or Research (by semester) Pertinent Activities such as interviews, conferences, workshops, creative endeavors, curriculum materials development, other, etc. (by semester)
4. Return to Industry (see Administrative Procedure 7160a for definition)

Please also note that if professional growth for the purpose of reclassification will be requested for work completed, then the appropriate forms should also be filed with PG&SL.

## **II. OUTCOMES OF THE SABBATICAL LEAVE**

Develop as many appropriate outcomes as needed, paying special attention to the benefits to your professional development, to students, to your discipline and department, to your college, and the district. Again, please be as specific as possible.