



MSCF FACULTY SABBATICAL LEAVE: GUIDELINES FOR WRITING THE PLAN

Guide A

RATIONALE FOR THE PLAN

These guidelines are intended to help you write your sabbatical plan for a creative and productive sabbatical. In addition, your plan helps you to achieve the purpose of sabbatical leaves as stated in the Minnesota State College Faculty Employment Contract, Article 17, Section 4. Sabbatical Leave:

"The purpose of sabbatical leaves is to give faculty members the opportunity to secure additional education, training, or experience which will make them better prepared for carrying out their college assignments, and will support the professional development of the faculty, the development needs of academic departments or areas, and the planned instructional priorities of the college/system mission."

GUIDELINES FOR WRITING YOUR PLAN

These guidelines follow the questions and the format of the *Faculty Sabbatical Leave: Plan (Form 2)* and the examples used throughout assume a sabbatical leave of two semesters.

1. **What do you plan to accomplish with your sabbatical?** State the general purpose of your plan in one sentence. For example - *"The purpose of my sabbatical plan is to improve my teaching by enhancing my classroom use of instructional computing, classroom research, writing across the curriculum, and teaching for thinking."*
2. **How do you anticipate that your sabbatical plan will make you a better educator? How will your sabbatical plan improve your teaching and student learning?** Give a short explanation of how your plan will achieve your above-stated purpose and the purpose of a sabbatical leave as stated in the Minnesota State College Faculty Employment Contract, Article 17, Section 4 (above). This explanation ensures you that your plan meets the demands of the MSCF Employment Contract.
3. **What activities will help you meet the anticipated accomplishments of your sabbatical plan?** These activities make up the most specific details of your plan - the road map of your plan. Obviously, you are planning approximately one year in advance so some of the details may not yet be clear; however, project the activities as best you can. *For example - The following activities will help me accomplish my sabbatical plan:*
 - a. Instructional Computing - I will work with three faculty at my college and two faculty at the College of St. Catherine who use the three types of instructional software which I want to learn [list the software titles]. They have volunteered to assist me and I will help them with their classes.
 - b. Classroom Research - I have arranged an internship with Tom Angelo of Boston College, Boston, Mass. I will assist Tom with both classes and workshops in Classroom Research.
 - c. Instructional Writing and Teaching for Thinking.
 - (1) I will read the following books and articles on instructional writing and on teaching for thinking (list the books).
 - (2) I will attend and help with classes at DeAnza Community College, California, which use writing across the curriculum and teaching for thinking.
 - d. I will return to business and industry at General Electric and receive the enhanced certificate in robotic welders through General Electric Robotics Division.
 - e. I will review the criteria and write a Grant for Purchase of Special Equipment "Aluminum Welder" available from the McKnight Foundation.
4. **What is your anticipated timetable for accomplishing the activities of your plan?** Translate your activities into a timetable. This timetable will help you write a realistic set of activities, because it will show clearly the time limits of your sabbatical. [See *Faculty Sabbatical Leave: Plan (Form 2)* for a timetable format.]
5. **What documentation will you provide for your activities and the completion of your sabbatical plan when you write your sabbatical report?** *For example - I will submit the following documents:*
 - a. Written applications and results of use of instructional software.
 - b. Article on applications of classroom research.
 - c. Rewrites of syllabi for three classes showing integration of writing and thinking.
 - d. I will submit a sabbatical report upon return from sabbatical leave and I will attach the writing which I did during my sabbatical.
 - e. Write a new module to be included in the welding program called robotics welders at my technical college.