



MSCF FACULTY SABBATICAL LEAVE: CRITERIA Guide B

After completing your sabbatical application and plan, use these criteria to check it for completeness.

1. My completed application and plan meet all deadlines.

*The sabbatical application and plan must be received by the Director of Human Resources between **October 24th and November 15th** in the year preceding the academic year during which you are planning to take leave. The application and plan must be received by the Director of Human Resources by **November 15th** or mailed by certified mail not later than **November 15th** to be considered.*

2. Notification of approval or rejection will be provided no later than January 15th.
3. All of my application materials are complete:

Form 1 Faculty Sabbatical Leave: Application
Form 2 Faculty Sabbatical Leave: Plan
Form 3 Faculty Sabbatical Leave: College Review of Plan
4. My sabbatical plan states clearly how my sabbatical will make me better prepared to carry out my college assignment and/or my credential field.
5. All activities in my sabbatical plan are clearly described with names of places, dates of activities, names of courses or workshops, names of key people and a timetable.
 - A. If my plan includes research, I have specified the research plan, its goal, objectives, activities, and expected outcomes.
 - B. If my plan consists *entirely* of course work, I have included specific information regarding 8-12 semester credits to be completed per semester. Other planned activities may reduce the number of credits needed for approval. If credits are to be applied to a column change on the salary schedule, grades of pass or satisfactory may jeopardize the average grade of "B" required in the contract. I will consider this when selecting a grade option.
 - C. If my plan includes employment, I have specified the employment plan, its goals, objectives, activities, and outcomes. I have given specific information about the place of work and the extent of time.
6. My sabbatical plan may include scholarships, fellowships, grants, and employment.
7. My sabbatical plan states clearly how the plan and each of its parts will be documented upon its completion. Documentation ordinarily includes such materials as official transcripts of grades, copies of research reports, articles submitted for publication, reports of visits to other institutions.
8. My president and supervising administrator (and/or CAO) have approved my sabbatical plan and each has signed forms 1-3.