

Central Lakes College
MSCF FACULTY SABBATICAL LEAVE: CRITERIA
(Guide B)

After completing your sabbatical application and plan, use these criteria and check list to ensure your application is complete.

The sabbatical **application and plan** must be received by the Human Resource Director between October 24th and November 16th in the year that **precedes** the academic year you are planning to take leave. ***The application and plan must be received or mailed by certified mail to Nancy Paulson, Human Resource Director no later than November 16th to be considered.***

- I have discussed my sabbatical plan with the responsible administrator (Dean/Vice President).
- My sabbatical plan states clearly how my sabbatical will make me better prepared to carry out my college assignment and/or my assigned field.
- My sabbatical plan may include scholarships, fellowships, grants, and employment.
- 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.
- 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 transcripts of grades, copies of research reports, articles submitted for publication, reports of visits to other institutions.
- All of my application materials are **complete**:
 - Faculty Sabbatical Leave : Application (Form #1)
 - Faculty Sabbatical Leave : Plan (Form #2)
 - Faculty Sabbatical Leave : College Review of Plan (Form #3)
- My completed application and plan meet all MSCF contract **deadlines**.
- I have signed and dated my completed application.
- Notification of approval or rejection will be provided no later than February 15th.