

**COLUMBUS STATE COMMUNITY COLLEGE
FACULTY APPLICATION FOR SABBATICAL LEAVE**

I. APPLICANT INFORMATION

Name _____ Extension # _____
 Title/Department _____ Date of Full-time Hire _____
 Quarter/Year of Last Sabbatical _____
 Date sabbatical leave is to begin _____ and end _____

II. INITIAL ELIGIBILITY REVIEW

Initial eligibility review for sabbatical leave requires that candidates meet the requirements related to the minimum years of service, required years since previous sabbatical leave, the attainment of tenure, and is not involved in any phase of disciplinary action.

Does sabbatical applicant **meet** initial eligibility review requirements? YES NO
 Reason(s) sabbatical applicant **does not meet** initial eligibility requirements. _____

 Director of Human Resources or Designee Date

III. SUPPORTING DOCUMENTATION

Sabbatical leave will be granted for purposes that will enhance the quality of instruction, student services, and management at Columbus State Community College and therefore, must be clearly related to the sabbatical candidate's responsibilities at the college.

Please attach a proposal for sabbatical leave, not to exceed two double-spaced typewritten pages, to this form. All proposals must describe:

1. Objective(s) for the sabbatical;
2. Means of achieving the objective(s);
3. Benefits to Columbus State Community College, and;
4. Proposed methods of reporting to appropriate individuals or groups the results of the sabbatical.

IV. REVIEW AND RECOMMENDATIONS

Granting of request is <input type="checkbox"/> recommended <input type="checkbox"/> not recommended		
	Department Representative	Date
Granting of request is <input type="checkbox"/> recommended <input type="checkbox"/> not recommended		
	Chairperson	Date
Granting of request is <input type="checkbox"/> recommended <input type="checkbox"/> not recommended		
	Dean/Director	Date

Final awarding of sabbatical is subject to availability of funding. See CSCC Policy No. 5-405, Section A, paragraph 4.0.

V. SABBATICAL APPLICATION RANKING (If needed)

Upon review by the Division Sabbatical Review Committee, the committee hereby assigns a rank of _____ out of _____ to this sabbatical application.

 Division Committee Representative Date