Overview of the Sabbatical Leave Application Process Time
Montgomery College

An application must be complete to be considered. A complete application includes the application form, a project proposal, and any supporting documentation (e.g., letters of acceptance to work or study, letters of support, etc.).

The application process for sabbatical leave consists of two phases: 1) the development and submission of the application, and 2) the institutional review and selection process. In addition, there are two cycles each year the process occurs. The primary cycle begins in the Fall semester for the following academic year Fall and Spring semesters; the secondary cycle begins the Spring semester for the following academic year Spring semester and the Fall semester for the second subsequent academic year.

Phase I: Development & Submission of the Application
August-November

1. **Sabbatical Application Information Class (August):** This presentation and interactive discussion provides faculty members the opportunity to learn about the application process, to obtain guidance in preparing an application and proposal, and to identify potential mentors, i.e., previous sabbatical leave recipients, to assist them in preparing their sabbatical plan.

2. **Informal Application Reviews (August-September):** During the development of the application and proposal, faculty members are strongly encouraged to meet with their department chair, colleagues and mentors to gather input and feedback.

3. **Formal Application Reviews (September-October):** Prior to submitting the application, faculty applicants should meet with their department chair, and then with their dean, for a formal review of the application. These meetings provide an opportunity for the applicant to receive additional feedback and guidance in formulating a project plan and proposal that correlates to the faculty member's individual professional development plan, the sabbatical guidelines, and the application evaluation criteria.

4. **Final Submission (November):** The complete application is submitted to the vice president/provost for his or her final review. Each of the vice president/provosts submits application packets directly to the Center for Professional & Organizational Development (CPOD) that consists of the application, the proposal and any supporting documents the applicant included. The application includes recommendations from the academic chair, the dean, and the vice president and provost. CPOD will acknowledge receipt of applications to the applicant.

Phase II: Institutional Review & Selection
November-March

1. **CPOD Review (November):** CPOD reviews all applications to ensure that they meet eligibility requirements and are complete before submitting them to the Sabbatical Leave Committee. CPOD provides administrative support to the Committee throughout the review and recommendation process.

2. **Sabbatical Leave Committee Review (November-January):** All sabbatical application packets are reviewed and evaluated by the Sabbatical Leave Committee (SLC). The SLC is composed of 12 faculty members, three from each campus, who are selected by the Faculty Council. Eight are voting members and four serve as alternates. In determining their selection, the Faculty Council strives to ensure that the committee has balanced, diverse representation in terms of race, gender, ethnicity, discipline, and/or field of study. To meet this goal—yet ensure consistency in the review standards and processes—m embers of the committee serve one year as an alternate and then a two-year term. Terms among members are staggered to ensure continuity within the committee from year to year. Additionally, SLC members are ineligible to apply for a sabbatical leave during the three-year period they are serving on the committee.

   In reviewing applications and formulating its recommendations, the SLC considers the published criteria/factors. The SLC then develops and submits its recommendations regarding the award of sabbatical leaves to the director of professional and organizational development.

3. **Selection & Awards of Sabbatical Leave (January-March):** The director verifies the completeness of each application and ensures that the SLC's deliberations and recommendations are consistent with the sabbatical leave criteria. Upon completion of this review, the director presents a report that summarizes all of the leave applications and the committee's recommendations to the associate senior vice president of human resources and strategic talent management and the senior vice presidents for academic affairs and student services. They review the report and confer with the director to determine who will be approved to receive sabbatical leave. All notifications are announced by the senior vice presidents for academic affairs or student services and the director through CPOD.