Northwest Arkansas Community College
Sabbatical Leave Guidelines and Application

For eligibility requirements and employment terms, see the Faculty Handbook for the Sabbatical Leave Policy.

The Sabbatical Leave Policy has been developed as a benefit to eligible faculty as a means of professional and personal development. The thesaurus of the Educational Resources Information Center (ERIC) database defines *professional development* as "activities to enhance professional career growth." This definition can encompass continuing education; academic, scholarly, or creative work in a particular discipline; or development of pedagogical or training curriculum in a particular discipline.

Your proposal for a sabbatical will be evaluated using the following point system:

I. Benefit of your proposed project to the college community, including students, department, division, the college, your discipline and/or higher education, and local community (60 points)

II. Commitment to teaching and professional activities (25 points)

III. Service to the college (15 points)

Applicants should submit applications electronically to the Chair of the Sabbatical Leave and Emeritus Committee by **November 15 of the year preceding the proposed sabbatical leave**.

When evaluating a pool of applications, the Sabbatical and Emeritus Leave Committee will also take into consideration the needs and burden to a given division should several applicants from one division apply.

Should leave not be granted, applications will not be held over for another year. The applicant will have to complete the application process and compete with a new pool of applicants the following year.

The process for sabbatical approval:

- The Sabbatical Leave and Emeritus Committee will review applications
- Finalists may be asked to make presentations of their proposals to the committee
- The committee will recommend up to four candidates for approval to the college Cabinet
- Upon Cabinet approval, the recommendations will then be forwarded to the Board of Trustees for final approval

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Northwest Arkansas Community College
APPLICATION FOR SABBATICAL LEAVE

Name_____ Department_____

Date of full-time employment at NWACC_____

Years as continuous full-time faculty member_____

Assignment request for:

Fall semester of _____

Spring semester of _____

Academic year of _____

I. Please attach the following documents (60 points):
(Submit an electronic version as well as a hard copy with signatures to the Chair of the Sabbatical and Emeritus Leave Committee)

1. A narrative about the proposed project, including
    a. Description of the project including an in-depth explanation of the benefits of your proposed project to the college community, including students, department, division, the college, your discipline and/or higher education, and the local community;
    b. Any supporting materials relevant to the project;
    c. A timeline for completion of the project;
    d. Travel plans or locations associated with the project;
    e. Written agreements or commitments you may have with other organizations, companies, grant sources, research libraries, etc.

II. A **current** *curriculum vitae* that includes evidence of commitment to teaching and professional activities (25 points) as well as service to the college (15 points)

III. Approval form with appropriate signatures

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NWACC Sabbatical Leave Approval

I have read the **Sabbatical Leave Policy** and agree to the following:

- As per college policy, I affirm that if sabbatical leave is granted, I will return to the college's employ for a period of one year following the completion of the leave or, failing that, repay the salary and benefit costs received while on sabbatical leave;

- I will make a report and presentation on the success or products of the sabbatical to the college community and to the Board of Trustees in the semester following my return to the college;

- I will assist my supervisors in arranging for suitable replacements for my typical work load.

_____ _____

Applicant's Signature Date

I acknowledge this application and if leave is granted the absence will be accommodated.

_____ _____

Dean's Signature Date

Additional comments from dean or applicant's direct supervisor:

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