

Service and Prior Sabbatical Leave Form

The Academic Senate has established the following sabbatical leave proposal ranking worksheet, which will be used only if necessitated by sabbatical leave costs exceeding the budget, or if the 5% rule has been exceeded. This ranking process would always follow a formal qualitative review process to assure that all proposals to be ranked are qualified (based on criteria in District Policy and Appendix A of the Sabbatical Leave Handbook).

TIE BREAKER LOTTERY

In the event of tied points at the level where funding needs to be cut off, a lottery drawing will be held to determine selection. The Academic Senate President and the Sabbatical Leave Committee Chair will conduct this lottery in a timely and fair manner. Those applicants participating will be invited to attend the drawing.

WILLINGNESS TO RE-FORMAT LEAVE TIME

If you are proposing a full years leave, please indicate whether you would be willing to re-format your leave to a one-semester time-line . We ask this question because in some cases the funding may stretch to include more leaves if they are not all full-year leaves. Your answer to this question in no way effects your ranking or chance at a leave.

_____ yes, I would consider a one-semester leave instead of a full-year

_____ no, I cannot consider reducing the time proposed for my leave

Data Required for Ranking (Refer to Personnel Eligibility Form):

Applicant Name: _____ Employment Date: _____ (month/year)

Dates of Previous One-Year Sabbatical Leaves: _____

Dates of Previous One-Semester Sabbatical Leaves: _____

<i>Variable:</i>	<i>Weighting :</i>	<i>Note / Explanations</i>
1. TOTAL YEARS SERVICE. *	Record 1 for each full year of service since employment date. Item (A)_____	If Item (A) is fewer than six, the applicant does not qualify for a sabbatical leave this year.
2. TOTAL YEARS WITH NO SABBATICAL LEAVES.	Record 1 for each full year if no sabbatical leave has yet been taken. Item (B)_____	First-time applicants; item (B) must equal item (A) If applicant has received a sabbatical leave (B) must be "0".
3. YEARS SINCE LAST SABBATICAL LEAVE.	Record 1 for each full year since the completion of the last sabbatical leave. Item (C)_____	If you have never taken a Sabbatical Leave enter 0 in this item (C).
4. PREVIOUS SABBATICAL APPLICATIONS	Record 5 for a previous Sabbatical Application which was approved by the committee, but not selected for funding. Item (D) _____	Date of previous application _____ Must be within prior 6 years
5. SUBTOTAL	Total (A), (B), (C),and (D)= Item (E)_____	Total positive credits.
6. PREVIOUS SABBATICAL LEAVES:	Record 1 for <u>everysemester</u> of previous sabbatical leave(s) taken. Item(F) _____	This item provides some credit/reward for those who choose a shorter sabbatical period.
7. TOTAL	Subtract Item (F) from Item (E)= Item (G) _____	This score, Item (G), is used to rank the proposal.

*At time of proposed leave