



Overview of the Sabbatical Leave Application Process

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.). Please note:

Applications must include all elements listed in the [Sabbatical Leave Application Evaluation and Scoring Rubric](#) to be eligible for consideration.

The project proposal must be 15 pages or less. A project proposal over 15 pages will not be considered.

Once submitted, the application is considered final and cannot be amended.

The application process for sabbatical leave consists of two phases:

- 1) the development and submission of the application
- 2) the institutional review and selection process

In addition, there are two cycles each year when the process occurs. The primary cycle begins in the fall semester for the following academic year (fall and spring semesters); the secondary cycle begins in the spring semester for the following academic year (spring semester) and the fall semester for the second subsequent academic year.

Phase I: Development and Submission of the Application, August–November

1. **Sabbatical Application Information Class (August/September):** This presentation and interactive discussion provide faculty members the opportunity to learn about the application process, obtain guidance in preparing an application and proposal, and identify potential mentors, i.e., previous sabbatical leave recipients, to assist them in preparing their sabbatical plan.
2. **Informal Application Reviews (October):** 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 (November):** 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 correlate 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 their final review. Each of the vice president/provosts will write a reference in the application and return it to the applicant. The applicant requests leave through Workday and uploads the application, the proposal, and any supporting documents, including recommendations from the academic chair, the dean, and the vice president and provost. The applicant sends an email to HRBenefits@montgomerycollege.edu notifying them that leave has been requested. HRSTM will acknowledge receipt of applications to the applicant.

Phase II: Institutional Review and Selection, November–March

1. **HRSTM Review (November):** HRSTM reviews all applications to ensure that they meet eligibility requirements and are complete before submitting them to the Sabbatical Leave Committee. HRSTM 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 and diverse representation in terms of race, gender, ethnicity, discipline, and/or field of study. To meet this goal and still ensure consistency in the review standards and processes, members of the committee serve one year as alternates 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 and 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 HRSTM.