

Helpful Tips for Preparing Your Sabbatical Leave Application

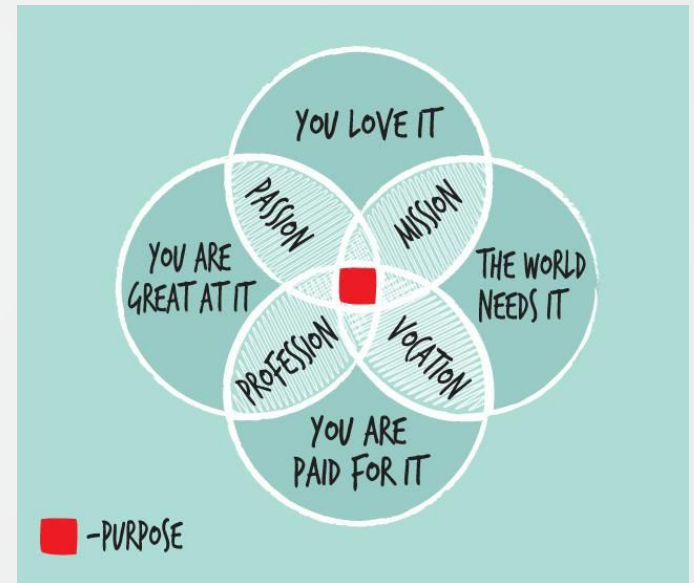
Carla Ammerman
Sabbatical Leave Program Coordinator
Office of Human Resources and Strategic Talent Management
August 30 and September 6, 2024

Topics for Discussion

- Purpose of Sabbatical Leave
- AAUP Contract Criteria
- Application process
- Evaluation criteria considered and how points are awarded for application documents
- Faculty commitment and obligations
- Tools and resources

Purpose of Sabbatical Leave

To provide full-time faculty the opportunity to engage in purposeful work that contributes to their professional growth and is of value to the Montgomery College community.



Your proposal should be closely aligned with the Montgomery College Strategic Plan and goals.



Goal 1

Enhance connections
between Montgomery
College and our community

[Learn More](#) →



Goal 2

Cultivate a sense of belonging
for everyone at the College

[Learn More](#) →



Goal 3

Enhance educational and
organizational effectiveness

[Learn More](#) →



Goal 4

Increase economic impact for
our students and community

[Learn More](#) →

Eligible Sabbatical Leave Examples

- Complete or publish a book or other scholarly work.
- Complete research on a project or obtain a Graduate Degree.
- Participate in an organized community project improving relations with MC.
- Research with a direct bearing on instructor's field or educational methodology.

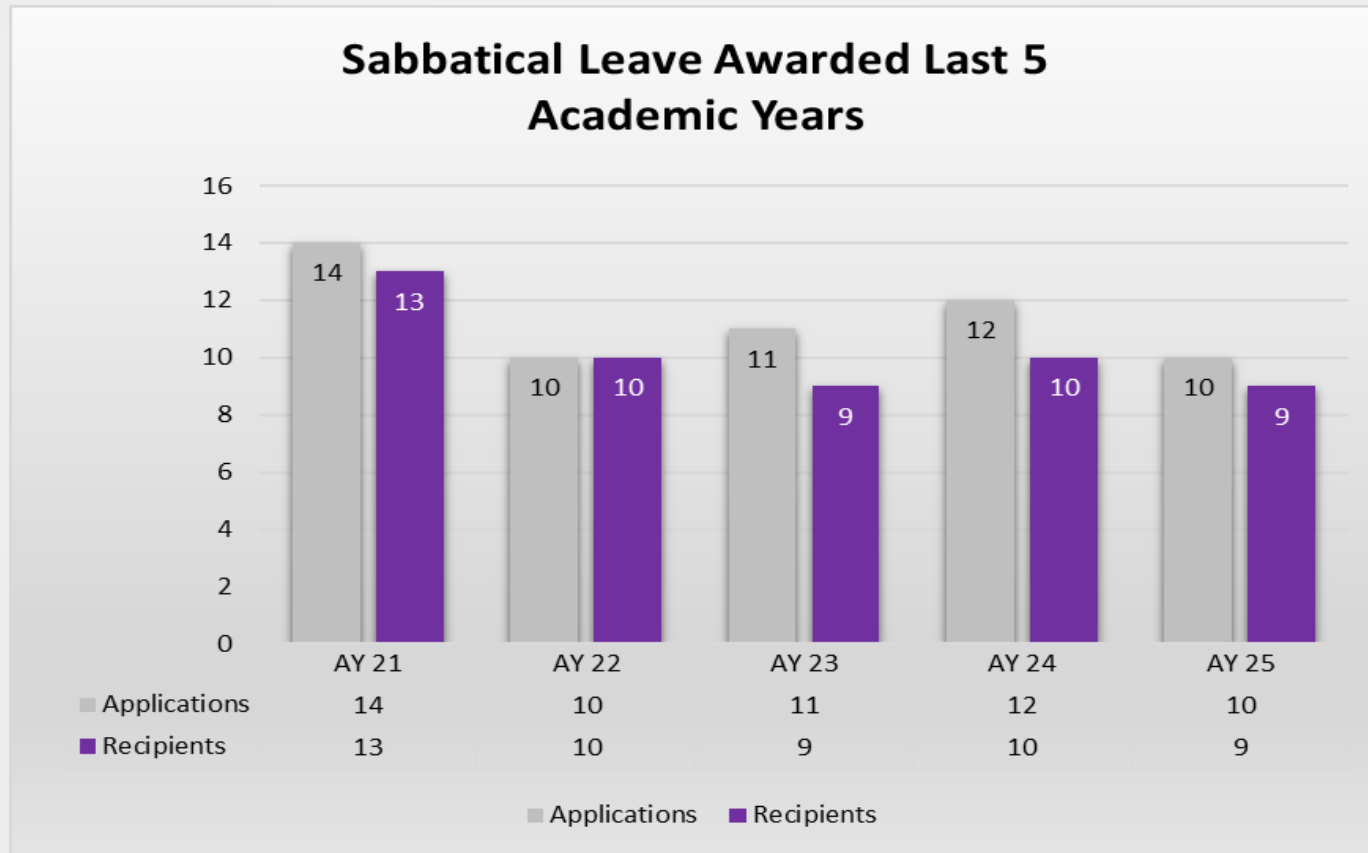


AAUP Contract Criteria

- Eligibility
 - Full-time faculty members
 - Completed 14 full academic semesters at the time of leave
- Frequency
 - Once every 7 years
- Length of Leave
 - 1 semester full-pay; 2 semesters half-pay
- Full pay with benefits
 - No use or accrual of sick leave



Sabbatical Leave Awarded



Application Forms



- Application
- Project proposal

NOTE: Full application is submitted electronically via Workday!

No later than submission deadline (October 18):

email LeaveRequest@montgomerycollege.edu, to receive confirmation of application and proposal receipt. Late submissions will **NOT be considered regardless of technical issues.**

https://info.montgomerycollege.edu/_documents/offices/human-resources/job-aid-sabbatical-workday.pdf

Application Process—You

- Development and submission (September & October)
 - Individual research and planning
 - Informal reviews with Chair and/or Dean
 - Discuss with and gather input from colleagues
 - **Intent to apply due to LeaveRequest@montgomerycollege.edu by October 11**
- Formal reviews
 - Formal reviews with Chair and/or Dean. Then comments and signatures by Chair, Dean, and VPP
- ******Employee collects final application from VPP, and submits all documents and requests leave via Workday.**

Due: Friday October 18, 2024 in Workday



Application Process—MC

- 1 • October 11 - Intent to submit application via email: Leaverequest@montgomerycollege.edu
- 2 • October 18 - Submit full application via Workday
- 3 • October 25 - Committee receives applications for review
- 4 • November 22 - Committee convenes to review and submit recommendations
- 5 • December 20 - Coordinator submits recommendations to SVP's for final decision
- 6 • January 24 Official notification of results sent via e-mail

Criteria and Points: Evaluation

Criterion	Points
Contribution/Benefit	0-24
Objectives/Outcomes	0-10
Activities and Timelines	0-30
Quality: organization, thoroughness, clarity	0-30
Recommendations of dean, chair, sponsor or colleagues	0-6

Criteria and Points: Post Evaluation

Criterion	Points
Service to MC	0-10
Years of employment at MC	0 - 6
Previous Sabbatical Leave Recipient	0 - 8

A possibility of an additional 24 points.

Key People/Resources

- Colleagues
- Department Chair and Dean
- External experts and professionals



Faculty Contractual Obligations

- Continued employment for four (4) semesters
- Report on outcomes
 - Due **60 calendar days** after the beginning of the semester that follows conclusion of leave
- Submit to:
 - ✓ Department Chair
 - ✓ Dean
 - ✓ HRSTM to the Sabbatical Leave Coordinator:
Carla.Ammerman@montgomerycollege.edu



Unmet Obligations

- What if faculty member...
 - does not return to work?
 - does not submit a report?
 - submits an unsatisfactory report?

Required to reimburse the College for **all funds** paid directly to faculty member or paid indirectly on his/her behalf.



Key Tools and Resources for Sabbatical Leave

- MC website search: Sabbatical Leave
- HRSTM Website: Benefits > Leave
- AAUP Contract Criteria, Section 6.7, pp. 24
- P&P, 35003CP, page 26




LEAVE FOR PROFESSIONAL DEVELOPMENT

Sabbatical Leave: Full-time faculty

Provides full-time faculty members the opportunity to take time away from the classroom to engage in various types of professional development endeavors.

Sabbatical leave provides full-time faculty the opportunity to take time away from the classroom to engage in various types of professional development endeavors for a period of one semester at full pay or one full academic year at half-pay. To be eligible for sabbatical, a faculty member must have 14 consecutive semesters of service. The faculty member must sign a written agreement to return to work for the next succeeding four (4) full academic semesters after completion of the leave period. Learn more about [general sabbatical leave information](#) and [how to apply](#) for sabbatical leave.

Application Information

- [Application \(PDF\)](#) 
- [Application Timeline](#) (PDF, )
- [Overview of the Process](#) (PDF, )

Evaluation Information

- [At-a-Glance Criteria and Point Distribution](#) (PDF, )
- [Criteria and Indicators](#) (PDF, )
- [Scoring Rubric](#) (PDF, )
- [Sabbatical Leave Committee](#) (PDF, )

Contact Us

- Carla Ammerman, Sabbatical Leave Coordinator
- Carla.Ammerman@Montgomerycollege.edu



Office of Human Resources and Strategic Talent Management

9221 Corporate Boulevard, 1st floor
Rockville, MD 20850
(240) 567- 5353



MONTGOMERY COLLEGE



**KEEP
CALM
AND
TAKE A
SABBATICAL**

