

Plan for a Successful Sabbatical or Fellowship



Field Study



Professional Development



Travel



Formal Study



Creative Project



Research

Which Type of Support Do You Need?


- **Sabbatical Leave**

- Paid one-semester leave to pursue professional development relevant to your SMC responsibilities
- Applications due in Fall semester for sabbaticals in the following academic year
- Academic Senate has approved a second round of proposals in Spring 2014 for Spring 2015 sabbaticals
- District funds at least 8 sabbaticals per year

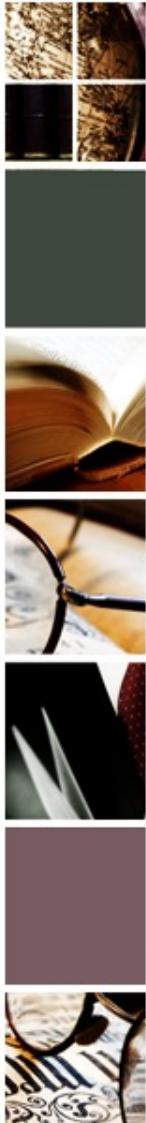
Apply for a Sabbatical if

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- You are a full time Faculty Member
 - You have at least 6 years of full time service prior to submitting your application
 - You wish to pursue a relevant project that will constitute one semester's worth of work
 - Your project involves any of the following:
 - Professional Development
 - Formal Study
 - Independent Research/Creative Project /Field Study
 - Professionally Beneficial Travel

Sabbatical Leaves Typology

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- **Professional Development:**
 - Study or experience designed to improve teaching effectiveness--not possible through normal workload assignment.
 - **Formal Study:**
 - A course of study leading to increased mastery in subject field; development of an additional area of specialization.
 - **Independent Research, Creative Project, or Field Study:**
 - To carry project of a scope or nature not permitted by a normal workload assignment.
 - **Professionally Beneficial Travel:**
 - To enable acquisition of knowledge, skills, expertise, or an area of specialization within a discipline.

Components of the Sabbatical Application

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- Description of the project
 - Objectives of the project
 - Relationship of the project to SMCs Mission, Vision and Goals
 - Specific Activities or Procedures to be performed
 - Timeline for Completing Sabbatical Activities
 - Specific Outcomes, Skills or Competencies Achieved
 - Documentation of Outcomes

What the Sabbatical is not!

Examples

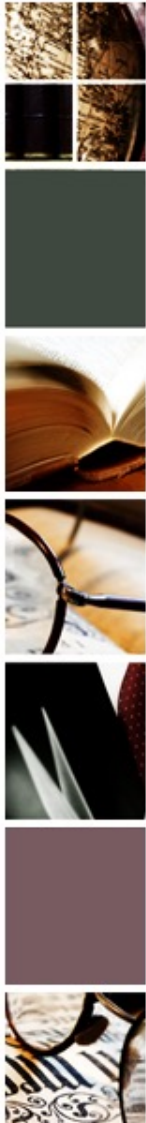
- 1) A vacation
- 2) Travel unrelated to student learning and/or your professional development
- 3) Updating your syllabus or course packet
- 4) Time to do work that is part of your regular assignment
- 5) Time to engage in curriculum development that is part of your regular assignment

Key Points to Consider

- Developing a successful sabbatical proposal necessitates:
 - Careful planning
 - Writing
- Is your plan sufficiently comprehensive yet achievable?
- Does your plan include contingencies for unanticipated events? What will you do if things don't go as planned?

Application Process:

PLANNING

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- Reflect upon your personal **motivation** for proposing a project.
 - Define what you intend to **accomplish**.
 - How does your “project” relate to sabbatical leaves and to college goals, strategic initiatives and learning outcomes?
 - Note how your sabbatical will **benefit**: you, colleagues, department, college, students.
 - Outline a realistic plan for **achieving** your goals.
 - Identify specific objectives and activities you will undertake, and the timeline you will follow.
 - Identify your anticipated **results**.
 - Ask yourself and others if your plan is **realistic**.

Application Process: WRITING

- Above all, adhere to sabbatical instructions and address all questions thoughtfully, yet concisely.
- Write your proposal after you have thought out all details of your sabbatical.
 - Consider reviewing the Sabbatical Proposal Evaluation Matrix to get an idea of how your proposal will be evaluated.
- Introduce yourself and your discipline.
- Describe the main focus of your sabbatical with *sufficient* detail so that readers will understand the importance of pursuing the project.

Application Process: WRITING

- Describe how you will document your activities (examples):
 - Curriculum Outline/Syllabus
 - Diaries
 - Slides, films, and other multimedia tools
 - Travel receipts
 - Manuscript
 - Production of creative work
- What methods will you use to disseminate your results?
 - A Sabbatical Report is required, but you may also develop/produce:
 - Web Pages
 - Presentations and workshops
 - Papers

The methods for documenting and disseminating results will be different for every proposal depending on the type of sabbatical activity—choose the most appropriate format for your project.

General Tips

- Figure out what “worked” in the past
 - Review past proposals, both successful and unsuccessful
 - Abstracts of some successful sabbaticals are available on our website.
 - Meet with past sabbatical recipients
 - Ask your colleagues to critique your application
 - Your project should NOT rely heavily on others to conduct key aspects of your sabbatical work.
 - The sabbatical project should constitute one semester’s work.

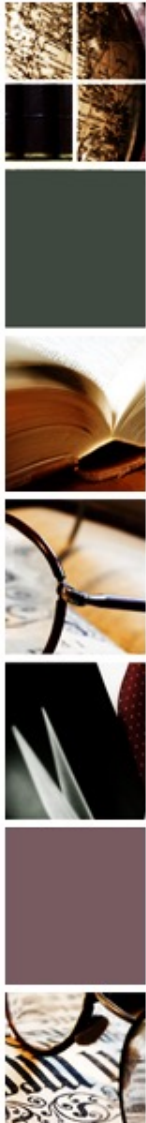


General Tips

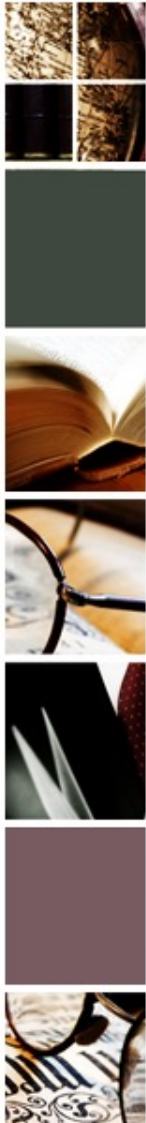
- Be “reader friendly”
 - Write for the tired, impatient reader who is reading your application last:
 - Ensure that your proposal stands out from the rest of the applications
 - Be professional, but personal
 - Don’t make the reader hunt for or guess at the answer to a question
 - Use headers, bullets, bold/italics, and “white space” to help guide the reader through the various sections
 - Use 12-point, easy to read font
 - Don’t use jargon specific to your discipline that readers may not understand
 - Don’t forget to proof read and use spell check



Sabbatical Examples

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- **Diana Engelmann, English, for a Spring 2015 Sabbatical proposes** “to complete, edit, and submit for publication a manuscript of my selected poetry from 1998 to the present” and “to review most recent works on eco-critical approach to literature, with particular emphasis on poetry.”
 - **Oriana Kim-Rajab, Life Sciences, for a Fall 2014 Sabbatical proposes** “to increase my understanding of Authentic Learning practices in the sciences and to develop new laboratory exercises that follow the Authentic Learning model. Authentic Learning is a pedagogical approach that describes learning by applying knowledge in real-life contexts.”

Sabbatical Examples

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- **Makoto Nishikawa, Modern Languages and Cultures, for a Fall 2014 Sabbatical proposes** “to gather authentic and up-to-date materials in Japan through audio/video recordings and digital photos which are related to the teaching topics of our Japanese program as well as related to the students’ interests in contemporary and traditional Japanese culture. I plan to create my own teaching materials based on the real-life recordings I collect in Japan.”
 - **Lisette Rabinow-Palley, Counseling, for a Spring 2015 Sabbatical proposes** “to explore other college, university, and transition programs for students with Autism Spectrum Disorder (ASD) around the state and create updated training materials on best practices for serving ASD students that will be shared with SMC faculty.”