

2010-2011 Sabbatical Leave Application Reminders for Faculty and Deans

- Applications can most easily be obtained online on the Mesa home page. (Click “Faculty & Staff” on the first page of the Mesa website; then push “Professional Development Forms.”)
- There are past, successful Sabbatical Leave Applications with applicants’ names removed in the Mesa Academic Senate Office, A117, which faculty members may look through and read in the office. These may not be photocopied, but notes may be taken from them.
- Any Professional Development Committee member is available to read sabbatical applications before the final drafts are turned in if given a reasonable amount of time. .
- **BY FEB 10, 2010**, faculty members must submit their Sabbatical Leave Applications to their chairs or supervisors for signatures. Faculty members are advised to follow up on their applications to make sure these get to the dean by the deadline.
- **BY FEB 19, 2010**, faculty members must submit Sabbatical Leave Applications to their deans for signatures. Faculty members are advised to follow up on their applications to make sure these get to the Professional Development Committee by the deadline.
- **BY FEB 26, 2010**, faculty members must submit Sabbatical Leave Applications to the Professional Development Committee at Mesa College in Room A117 for it to be considered for the 2010-2011 academic year.
- Faculty members and deans are urged not to put Sabbatical Leave Applications to the PDC into campus or U.S. mail to ensure the applications are received by the deadline. Applications received after the deadline may not be considered. The mail slot in the Senate Office door to A117 is very safe.
- Attached, please find a copy of the entire timetable for Mesa Sabbatical Leave Applications. Strike-through has been used on the contract language, though you can still see it, and the actual dates for our current application period are written in blue.
- If a dean decides not to approve a Sabbatical Leave Application that has been submitted to him or her, the dean should indicate this in the proper place on the application, but be reminded that the application still needs to be signed and dated and submitted to the next person on the timetable.
- A faculty member must submit a Revision to Sabbatical Leave Application if there are any changes to his or her approved and accepted sabbatical proposal. Appropriate signatures are required on this Revision prior to sending it to the Professional Development Committee. This must be done prior to the sabbatical.
- Good luck!