

2022 – 2023 Sabbatical Leave Application Reminders for Faculty and Deans

Applications are available on the Mesa College website. Please enter "Professional Advancement" in the query box and it will take you directly to the PAC website and the appropriate forms. The Application Timetable is listed below.

Faculty are urged to submit Sabbatical Leave Applications to their chairs/supervisors for signature and review well before they are submitted to the Dean/Manager. Faculty members are urged to follow up on their applications to make sure they are submitted to their Dean by the deadline noted below.

- **FEBRUARY 11** - The Application for Sabbatical Leave must be filed with the School Dean or appropriate Manager no later than **Friday, February 11, 2022**.

It is recommended that the sabbatical leave applicant consult with the appropriate Department Chair/Supervisor, and/or School Dean/Manager with sufficient time to address any issues, provide additional information or clarification regarding the proposed plan.

If given a reasonable time, applicants may also consult with any member of San Diego Mesa's College Professional Advancement Committee to review sabbatical applications before they are submitted.

Faculty members applying for a sabbatical that entails research must schedule a meeting with the President to discuss their Sabbatical Leave request and the methodologies planned. This must be done prior to the submission to the Professional Advancement Committee.

- **MARCH 2** - School Deans/Managers shall make a recommendation and faculty must submit the sabbatical leave application to Mesa College Professional Advancement Committee chair Janna Braun via email no later than **Wednesday, March 2, 2022 at 5 p.m.** Should a Dean decide to not support a Sabbatical Leave Application, the Dean must indicate their decision on the application under "comments." However, please note that the application still needs to be signed, dated, and submitted via the timetable.

□ **MARCH 16** - Committee makes recommendations and applications are forwarded to the Vice President of Instruction for review and signature.

□ **APRIL 6** - Vice President of Instruction forwards the Sabbaticals to the Mesa College President.

□ **APRIL 21** - Sabbatical applicants notified of the outcomes of their applications.

Faculty are strongly encouraged to ensure applications are received by the deadline date and should **NOT** be hand delivered to the Academic Senate Office.

Applications received after the deadline will not be considered.