

## **2023 – 2024 Sabbatical Leave Application Reminders for Faculty**

Applications are available on the Mesa College Professional Advancement Committee 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 10** – The Application for Sabbatical Leave must be submitted to the School Dean or appropriate Manager no later than **Friday, February 10, 2023**.

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 1** - 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 1, 2023 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 15** – Professional Advancement Committee makes recommendations and applications are forwarded to the Vice President of Instruction for review and signature.
- **APRIL 5** – Vice President of Instruction forwards the sabbatical applications to the Mesa College President.
- **APRIL 19** – Sabbatical applicants are notified of the outcomes of their applications.

**Faculty are strongly encouraged to ensure applications are received well before the stated deadlines. This is the only time during the academic year that sabbatical applications are accepted, so plan accordingly. Applications received after the deadline or in the incorrect format will not be considered.**