

2016 - 2017 Sabbatical Leave Application Reminders for Faculty and Deans

Applications can be obtained on the Mesa website (under "Directories" click on [Site Index](#), then under "P" click on [Professional Development Committee](#)).

- There are past, successful, anonymous Sabbatical Leave Applications in the Mesa Academic Senate Office, A-117, which faculty members may look through and read in the office. These may not be photocopied, but notes may be made.
- If given a reasonable time, any Professional Development Committee member is available to read sabbatical applications before they are turned in.
- **By Friday (FEBRUARY 5, 2016)**, faculty members must submit their Sabbatical Leave Applications to their chairs or supervisors for signatures. Faculty members are urged to follow up on their applications to make sure they get to the Dean by the deadline.
- **By Friday (FEBRUARY 19, 2016)**, faculty members must submit Sabbatical Leave Applications to their Deans for signatures. Faculty members are urged to follow up on their applications to make sure these get to the Professional Development Committee within the deadline date.
- Faculty members applying for a research sabbatical must schedule a meeting with the President to discuss their Sabbatical and the methodologies planned. This needs to be done prior to the submission of the sabbatical application to the PDC.
- **By Friday (FEBRUARY 26, 2016)**, faculty members must submit Sabbatical Leave Applications to the Professional Development Committee at Mesa College in Room A-117 for consideration for the 2016-2017 academic year.
- Faculty members and Deans are strongly urged to **NOT** send Sabbatical Leave Applications to the PDC via campus or U.S. mail. To ensure applications are received by the deadline, applications should be delivered to the Academic Senate Office, A-117 and placed in the mail slot which is available 24 hours a day to receive paperwork. Applications received after the deadline will not be considered.
- Attached is a copy of the timetable for the 2016-2017 Mesa Sabbatical Leave Applications which contains the actual due dates for this academic year.
- Should a Dean decide to not support a Sabbatical Leave Application that has been submitted to him/her, the Dean should indicate her/his decision on the application under "comments". However, please note that the application still needs to be signed, dated, and submitted via the timetable.
- A faculty member must submit a Revision to Sabbatical Leave Application if there are any changes to his/her approved and accepted sabbatical proposal. The Revision must be done prior to commencing the sabbatical. Appropriate signatures are required on this Revision prior to sending it to the Professional Development Committee.
- At this time, there are no funds available for tuition reimbursement.