Delaware Valley College
SABBATICAL LEAVE APPLICATION

(Review Article 26.3 of the Collective Bargaining Agreement for pertinent information).

Name: ___________________________ Year/Semester for Sabbatical: _____________

Department or Educational Unit: _______________________________________________

Years of Service: _______ Faculty Rank: ________________ Tenure Date: ____________

Previous Sabbatical Leave (date and project): _________________________________

Sabbatical Project: On an attached document, provide the following details:

I. Name of project and intended purpose/outcomes.
II. Beginning and end dates.
III. Activities and timelines.
IV. List of college resources required.
V. If the sabbatical involves external organizations or personnel, provide letters of endorsement/permissions as appropriate.
VI. Describe the scholarly merit of the proposal and the expected benefits for the applicant and the College.

(Note: If there are any changes to the above after the sabbatical is approved, the Vice President for Academic Affairs must be notified in writing).

Application Status

Obtain the following approvals that apply:

Review and Decisions:

Chair or Director ___________________________ Approve ___ Reject ___ Date ______
Dean ___________________________ Approve ___ Reject ___ Date ______
Professional Development Comm. ___________________________ Approve ___ Reject ___ Date ______
Vice President Academic Affairs ___________________________ Approve ___ Reject ___ Date ______

Please provide your typed response on a separate sheet and attach. Include at least several reasons for your recommendation.

I. Rationale for approval or rejection by the Chairperson or Director
II. Rationale for approval or rejection by the Dean.
III. Rationale for approval/rejection by the Professional Development Committee.

Updated November 2007