

## **GOLDEN WEST COLLEGE**

## Institute for Professional Development

## INTENT TO FILE FOR SABBATICAL LEAVE FORM

Faculty members who wish to apply for a sabbatical leave to be effective during **2016-2017** must submit an **Intent to File for Sabbatical Leave** form by **September 4, 2015, at 4 P.M.** 

NAME:	DISCIPLIN	E:	
(Please	Print)		
I intend to file for sabbatical	leave. Please send me an informa	ation packet.	
C:tu		D	
Signatu	re	Date	
		Contract prior to submitting this form in order	to
determine eligibility and benef	its.		
Da	unn this ton nortion to IDDs Mai	They are to the IDD Office	

Return this top portion to IPDs Mailbox or to the IPD Office (Learning Resources Center, Room 163)

## SABBATICAL LEAVE APPLICATION TIMELINE/DEADLINE DATES

Deadlines have been adjusted by the Union to compensate for 16-week Schedule.

September 4, 2015	Intent to File due	End of 2 <sup>nd</sup> Week of Fall Semester
September 11, 2015	Applications due	End of 3 <sup>rd</sup> Week of Fall Semester
October 2, 2015	Applications requiring revision will be returned to applicant	End of 6 <sup>th</sup> Week of Fall Semester
October 16, 2015	Deadline for submission of revised applications	End of 8 <sup>th</sup> Week of Fall Semester
October 30, 2015	Acceptable sabbaticals sent to College President	End of 10 <sup>th</sup> Week of Fall Semester
November 6, 2015	If the President requires ranking, request is made of Sabbatical Leave Committee	End of 11th Week of Fall Semester
November 13, 2015	Ranking sent to the President	End of 12 <sup>th</sup> Week of Fall Semester
November 30, 2015	President sends sabbaticals to the District	
January 2016	Board of Trustees approves sabbaticals	
February 1, 2016	Sabbatical Leave Committee shall notify successful candidates	End of 1st Week of Spring Semester

<u>Note to Applicant</u>: Please review Article XVI of the AFT/CCCD Contract prior to submitting this form in order to determine eligibility and benefits.

<u>Appeals Timeline</u>: Appeals on any action must be filed within 5 working days from the time Applicant received notice of action. See appeals procedure for details.