



# GOLDEN WEST COLLEGE

## Institute for Professional Development (IPD)

### INTENT TO FILE FOR SABBATICAL LEAVE FORM

Faculty members who wish to apply for a sabbatical leave to be effective during **2024-2025** must submit a completed hard copy\* of the **Intent to File for Sabbatical Leave** form to the IPD Office by **4:00PM on Friday, September 9, 2022.** (\* If the campus remains closed due to the COVID-19 stay-at-home order, Intent to File form and Sabbatical Applications/ Proposals may be submitted by email to [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu) )

NAME: \_\_\_\_\_ DISCIPLINE: \_\_\_\_\_

Please print

**I intend to file for sabbatical leave. Please send me an application packet.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note to Applicant: Please review Article XXI of the AFT/CCCD bargaining agreement prior to submitting this form in order to determine eligibility and benefits.**

**RETURN THIS TOP PORTION TO THE IPD OFFICE (located in the LRC Annex)**

### SABBATICAL LEAVE APPLICATION TIMELINE/DEADLINES

(In accordance with the CFE/AFT Contract)

September 9, 2022	Intent to File due *	End of 2 <sup>nd</sup> week of Fall Semester
September 16, 2022		End of 3 <sup>rd</sup> week of Fall Semester
October 7, 2022	Applications (proposals) requiring revision will be returned to applicant	End of 6 <sup>th</sup> week of Fall Semester
October 21, 2022	Deadline for submission of revised applications	End of 8 <sup>th</sup> week of Fall Semester
November 2, 2022	Acceptable sabbaticals sent to College President	
November 9, 2022	If the President requires ranking, request is made of Sabbatical Leave Committee	
November 18, 2022	Ranking sent to the College President	
December 1, 2022	President sends sabbaticals to the District	
January 2023	Board of Trustees approves sabbaticals	
February 3, 2023	Sabbatical Leave Committee shall notify successful candidates	End of 1 <sup>st</sup> Week of Spring Semester

\* If the campus is closed due to the COVID-19 stay-at-home order, Intent to File forms and Sabbatical Applications may be submitted by email to [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu)

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

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