# PPAC Sabbatical Application

By checking the boxes below you:

* Reviewed “Article V – Leaves, Section N – Sabbatical Leave” of the AHE Contract for details and policies related to Sabbatical Leave [ ]
* Discussed your Sabbatical Leave with your Dean and Dept. Head/Division Chair. (Letters of support are encouraged but not required) [ ]
* Completed this form in Microsoft Word [ ]
* Described how your project will add value to the College and your Instructional Division or Department [ ]
* Described how your Sabbatical activities will benefit the students at Clark College [ ]
* Printed and signed application, obtained Dean’s signature, attached any supporting documentation, and mailed to PPAC at Mail Stop GHL 206 [ ]

| **Name** | **Department** | **Division** | **Instructional Unit** |
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| **Summarize your project proposal in 1-3 sentences.**  |       |
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| **Term(s) and Year Requested** | Select QuarterSelect Year | Select QuarterSelect Year | Select QuarterSelect Year | Select QuarterSelect Year |
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| **Have you previously been awarded sabbatical?**  |       *If yes, list year(s) and quarter(s).*       |

| **What year did you begin teaching full-time at Clark College?** |       |
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**For each of the questions below, provide a detailed description. *The box will expand as you type.***

1. Provide a detailed description of your proposal, objectives, and plan (travel, formal study, research, location, etc.)

1. Provide a detailed time sequence for completion of the project.

1. Describe how your project will support Clark College’s Core Theme (Academic Excellence, Social Equity, Economic Vitality, and/or Environment Integrity).

1. Describe how your sabbatical activities will benefit:
2. You (consider increased knowledge in discipline, skills, inspirations or perspective, ability to produce new work and/or strengthening understanding for issues related to diversity, equity and inclusion.
3. Your department.
4. The student experience at Clark College.

1. Has any work been done specifically in preparation for the sabbatical leave project?

1. List any institutions or other organization which will be affiliated with the project.

1. List all anticipated expenses and modes of payment (e.g. grants, stipends, college funding, IFDF, personal funding, etc.).

**By checking this box I confirm that I accept the following policies**:[ ]

* I understand that, should I fail to meet the provisions of returning to the College as specified in the Sabbatical Leave Policy, I will reimburse the College for the amount of remuneration received by me during the period**.**
* I understand that I am obligated to carry out the activity/activities outlined in the attached Sabbatical Leave Proposal or to gain approval for an alternative.
* I understand that I am required to submit a Post-Sabbatical Report no later than the end of the first term after returning to the College. Contact the PPAC secretary for details on the expectations of the Post-Sabbatical Report.
* I understand that no additions, revisions, or editing of my application will be accepted after the final application deadline.

| Signature of Applicant | Unit Dean SignatureAcknowledgement of Application |
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**Committee Use Only**

| PPAC Chairperson Verifies Committee Recommendation | Vice President of Instruction Recommends Approval |
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| President Recommends Approval | Date Approved by Board of Trustees |
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| Application Received | Reviewed | Committee Decision and Comments |
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