

Faculty,

We will be offering faculty sabbaticals for the academic year 2022/2023. Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract. (available at <http://aftguild.org>)

The Sabbatical Leave Application and Sabbatical Leave Procedure documents are located here:

<https://www.sdcity.edu/faculty-staff/committees/prof-advancement.aspx>

TIMELINE HIGHLIGHTS (based on AFT Contract) for 2022/2023:

- Written application/proposal is due to your Dean/Manager by the third Friday in February, February 18, 2022 for final signature. Because this is a holiday, the due date is Thursday, February 17, 2022.
- Deadline for proposals to reach the Professional Advancement Committee is Friday, March 4, 2022.
- The Professional Advancement Committee reviews proposals during their March meeting and notifies District HR and AFT of sabbatical recommendations no later than March 26, 2022.
- The President will notify successful applicants in April 2022.

PROCESS:

The form will be routed via email. The form must have electronic signatures. Submit proposal, on prescribed form provided by the District, to your Department Chair/Supervisor for feedback. It is recommended that you consult with them regarding any issues to be addressed or to provide additional information or clarification. Your Department Chair/Supervisor must sign the form prior to submitting the application to your Dean.

Submit final proposal to your Dean for signature. The Dean will then email the signed proposals to the Professional Advancement Committee.

Please let me know if you have any questions. I also encourage you to consult with myself or other members of the PAC about the details of your proposal, for feedback purposes.