

Faculty,

We will be offering faculty sabbaticals for the academic year 2024/2025. 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, as well as the slides from our Sabbatical Workshop, are located here:

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

TIMELINE HIGHLIGHTS (based on AFT Contract) for 2024/2025:

- Written application/proposal is due to your Dean/Manager by the *third Friday in February* (February 16, 2024) for final signatures. This is a holiday, so please aim for Thursday, February 15, 2024.
- Deadline for proposals to reach the Professional Advancement Committee is Friday, March 1, 2024.
- The PAC reviews proposals during their March meeting and notifies District HR and AFT of sabbatical recommendations by no later than *March 26, 2024* (date specified in contract).
- The President will notify successful applicants in April 2024.
- Final approvals occur during District Board meeting.

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.