

To All City College Faculty,

We will be offering faculty sabbaticals for the academic year 2021/2022. Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract. (available at <http://aftguild.org>)

**NOTE: Our new AFT Contract make adjuncts with a minimum of six years of employment in the District to apply for sabbatical.**

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

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

The new forms are fillable PDFs and MUST BE ROUTED ELECTRONICALLY. No paper submissions will be accepted.

TIMELINE HIGHLIGHTS (based on AFT Contract) for 2021/2022:

- Written application/proposal is due to your Dean/Manager by the third Friday in February (February 21, 2020) for final signature.
- Deadline for proposals to reach the Professional Advancement Committee is Friday, March 5, 2021.
- The Professional Advancement Committee reviews proposals during their March meeting and notifies District HR and AFT of sabbatical recommendations by no later than March 26, 2021 (date specified in contract).
- The President will notify successful applicants in April 2021.

PROCESS:

Submit electronic 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 send the signed proposals to the Professional Advancement Committee via email.

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.