

COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURE
SABBATICAL PLAN & REPORT

SP 3-65

EFFECTIVE: November 1, 1994
RETITLED: September 14, 2000
RETITLED: August 25, 2001

REFERENCE: Board Policy BP 3-65
CRS (1994) 23-5-123

APPROVED:

S/ Dorothy A. Horrell, System President

Application

This procedure applies to State System College teaching faculty who meet the eligibility requirements specified in BP 3-65.

Basis

Board policy requires that a sabbatical plan be submitted to the Board for approval and that a final report be submitted to the Board upon completion of the sabbatical.

Procedure

SABBATICAL PLAN & REPORT

1. A teaching faculty member requesting a sabbatical leave must submit a sabbatical plan to the college president which describes the activity he/she wishes to pursue during the sabbatical.
2. The plan must specify how the sabbatical will result in the faculty member's professional growth, how it will enhance the college's role and mission and the student's educational experience, as well as how it will increase the overall level of knowledge in the faculty member's area of expertise.

3. If approved at the college level, the president shall forward the faculty member's sabbatical plan to the Board for approval (see attached format for the sabbatical plan).
4. Upon completion of the sabbatical, the faculty member shall submit a final sabbatical report to the Board within one semester following completion of the sabbatical (see attached format for the sabbatical report).
5. College Presidents shall develop procedures to ensure implementation of these procedures and other provisions of BP 3-65.

Attachment: Faculty Sabbatical Plan

COLORADO COMMUNITY COLLEGE SYSTEM
FACULTY SABBATICAL PLAN

Name _____ Date: _____

College _____ Teaching Discipline _____

Sabbatical Dates: Beginning _____ / _____ / _____ Ending _____ / _____ / _____
mo day year mo day year

1. Describe your proposed sabbatical activity:
2. Describe how this sabbatical will add to your professional growth:
3. Describe how this sabbatical will enhance the college's role and mission:
4. Describe how this sabbatical will enhance the students' educational experience:
5. Describe how this sabbatical will increase your overall knowledge in your area of expertise.
6. How do you intend to demonstrate that you have achieved the objectives described above?

This request has been evaluated in accordance with college review procedures and has been recommended for approval subject to availability of funds. Board approval is recommended:

(Name) College President

THIS FORM IS TO BE SUBMITTED TO THE SYSTEM OFFICE FOR ACTION AT THE
FEBRUARY MEETING OF THE BOARD.

Colorado Community College System

Faculty Sabbatical Report

Date ___/___/___

Name _____ College _____

Teaching Discipline _____

Sabbatical Date(s): Begin ___/___/___ End ___/___/___

Teaching faculty members must submit a written report, upon completion of their sabbatical leave, including a summary of the faculty member's activities while on sabbatical and a description of the resulting benefits to the faculty member, the college and students. The report should not exceed three pages in length. Please attach the report to this cover sheet.

This cover sheet, with attachments, is to be submitted to the System office within one semester following completion of the sabbatical for review by the State Board.