**BROOKDALE COMMUNITY COLLEGE**

**ADMINISTRATIVE TRANSITIONAL SABBATICAL LEAVE APPLICATION**

**NAME:** Type Name

**INSTITUTE/DIVISION:** Type Institute/Division **DEPARTMENT:** Type Department

**FOR ACADEMIC YEAR:** Choose Academic Year

**EXPECTED RETIREMENT DATE:** Choose Date

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**PROCEDURES TRANSITIONAL SABBATICAL APPLICATION AND IMPLEMENTATION**

1. Application for a transitional sabbatical shall be made by letter to the appropriate Dean/Director or Officer of the College, as may be appropriate, not later than **November 15** of the academic year ***prior*** to the time of the anticipated leave.
2. Transitional sabbatical projects are designated by the College. The administrator will work with the appropriate Dean/Director or Officer of College to discuss an appropriate project for the year-long leave.
3. The administrator’s formal proposal detailing the goals, objectives, strategies, anticipated outcomes, and ancillary costs, will be submitted to the Vice President no later than **December 16** *(December 15 falls on a Sunday)* by the Dean/Director or Officer of the College with their endorsement and/or concerns.
4. If the Vice President supports the proposal, the VP will send the proposal to the President for their determination and recommendations. If the President supports the proposal, they will forward it to the Board of Trustees for their approval.
5. The VP and/or President may suggest revisions as a condition of support.
6. An irrevocable letter of resignation, contingent upon the acceptance by the Board of Trustees for the transitional sabbatical request, must accompany proposals recommended by the President to the Board of Trustees. Transitional sabbaticals will generally be sent to the Board of Trustees for approval not later than their regular **March** meeting.
7. The administrator will sign a promissory note upon entering the period of the transitional sabbatical, agreeing to complete the approved project and provided appropriate periodic and final reports and/or work products to the College.

*vps-7/2019*