**BROOKDALE COMMUNITY COLLEGE**

**FACULTY TRANSITIONAL SABBATICAL LEAVE APPLICATION**

**NAME:** Type Name

**INSTITUTE/DIVISION:** Choose Insitute/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 Institute Dean, Director and/or other appropriate supervisor, and a copy to the Department Chair and Vice President, Academic Affairs by **November 16** *(November 15 falls on a Sunday)* of the academic year ***prior*** to the time of the anticipated leave.
2. Transitional sabbatical projects are designated by the College. The faculty member will work with the Institute Dean, Director and/or other appropriate supervisor, and the Department Chair to discuss an appropriate project for the year-long leave.
3. The faculty member’s formal proposal detailing goals, objectives, strategies, anticipated outcomes, and ancillary costs, will be submitted to the VP, Academic Affairs no later than **December 15** by the Institute Dean, Director, and/or other appropriate supervisor with their endorsement or concerns.
4. If the VP, Academic Affairs supports the proposal, the Vice President 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, Academic Affairs 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 the regular **March** meeting.
7. The faculty member will sign a promissory note, upon entering the period of the transitional sabbatical, agreeing to complete the approved project and provide appropriate periodic and final reports and/or work products to the College.
8. If the faculty member does not complete the project for which the transitional sabbatical was approved, the College shall require the return of all monies paid to the faculty member during the leave. Such payment shall be made within twelve (12) months following separation from the College.

*vpaa-7/2021*