

**RIVERSIDE COMMUNITY COLLEGE  
SABBATICAL LEAVE PROPOSAL GUIDELINES**

For specific information on sabbatical leaves review the material in the Agreement, Riverside Community College District and Riverside Community College Chapter CTA/NEA, Article XIII, Section M.

Make sure the Sabbatical Leave Request Forms are completed and included with your proposal.

The guidelines below are suggestions for the proposal. The PG & SL Committee will also be of assistance as needed.

**I. OVERVIEW OF PURPOSE & CONTENT**

Provide a paragraph to do the above and then move to the more detailed items below.

**A. GOALS OF THE SABBATICAL LEAVE**

Develop two or three or more specific goals inherent to the purpose and outcomes of this request.

**B. ACTIVITIES TO MEET THE GOALS**

Select one or more of the activities listed as appropriate. Try to detail the course work or activities to indicate an appropriate amount of work for the one or two semesters of the leave requested.

1. COURSE WORK (by semesters)
2. INDEPENDENT STUDY OR RESEARCH (by semesters)
3. OTHER PERTINENT ACTIVITIES (by semesters)  
(Interviews, conference, workshops, creative endeavors, curriculum materials development, etc.)

If course work, be specific with institution, course titles, semester units, graduate/undergraduate levels, enrollment and completion dates, etc. Brief descriptions of the course work, independent study, or other activities and how they support goals and outcomes are also helpful. If appropriate, provide alternatives should a course not be available.

[Remember, too, that if professional growth for purposes of reclassification will be requested, then file the appropriate forms.]

**II. OUTCOMES OF THE SABBATICAL LEAVE**

Develop as many appropriate outcomes as needed, paying special attention to benefits to your professional development, to learners, to your discipline, and to the District. Avoid merely personal wishes or vague hopes.

**\*\*A binder with examples will be available upon request\*\***