**COVER PAGE**

**Instructions:** Please complete all required parts of the application and obtain signatures before submitting to the Vice President of Academic Affairs

1. Complete this cover page and obtain signatures, scan cover page as a PDF
2. Complete application and attach in Word
3. Attach a current Curriculum Vitae (In PDF or Word)
4. Submit the three attachments to: Angela Dunn ([dunnam@palmbeachstate.edu](mailto:dunnam@palmbeachstate.edu)) by December 1, 2016.

Name:       Campus:

Teaching Discipline:

Purpose of Sabbatical Leave:

Travel  Professional Academic Advancement  Health Restoration

Number of years of continuous service at Palm Beach State College:

Number of years of total service to Palm Beach State College:

Previously awarded a sabbatical at Palm Beach State College?  Yes  No

If Yes, date sabbatical was awarded:

Are you on continuing contract?  Yes  No

Are you in or beyond your 7th continuous year of full-time employment?  Yes  No

Term(s) requested:  Fall 2017 (2018-1)  Spring 2018 (2018-2)

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Applicant Date

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Associate Dean or Supervisor Date

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Academic Dean Date

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| 1. Write a concise but specific statement describing your proposed sabbatical leave. |

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| 1. State the objectives you expect to complete during the sabbatical leave. |

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| 1. In what specific ways will your sabbatical contribute to student success, to your colleagues, discipline and to Palm Beach State College as a whole? |

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| 1. Identify the specific activities and/or procedures that will be performed to meet your objectives. 2. Delineate specific outcomes, skills or competencies you will achieve as a result of the sabbatical. |

Form for questions 4 and 5 (each objective stated in question 2 must have a completed table).

(This section of the application allows you to add or delete objective tables. If you need an additional table, just copy and paste one. You may also delete unneeded rows or tables. Please leave the columns as is).

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| Narrative: |

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| Objective: | | | |
| Activity # | Description | Expected Outcome | Timeframe |
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| Objective: | | | |
| Activity # | Description | Expected Outcome | Timeframe |
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(copy additional objective tables as needed).

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| 1. State explicitly how you plan to document your proposed sabbatical activities: |