

## Grossmont-Cuyamaca Community College District Fall 2025 Sabbatical Leave Information and Timeline

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| <b>Step 1</b> | Individuals who are applying for their first sabbatical leave <b>must</b> attend one of the offered orientation workshops. Other sabbatical leave applicants may attend a workshop at their own discretion.<br><br><b>All workshops will be held remotely.</b><br><b>Zoom Link: <a href="https://gcccd-edu.zoom.us/j/85989244823">https://gcccd-edu.zoom.us/j/85989244823</a></b> | <b>Thurs, Sept 11, 2025</b><br>11:30 am - 12:30 pm<br><br><b>Fri, Sept 12, 2025</b><br>1:00 pm – 2:00 pm<br><br><b>Thurs, Sept 18, 2025</b><br>11:30 am - 12:30 pm<br><br><b>Fri, Sept 19, 2025</b><br>3:30 pm - 4:30 pm |
| <b>Step 2</b> | Complete sabbatical leave application. Submit electronically to the respective Academic Senate president. Refer to the procedure sheet for complete instructions.   | <b>Tuesday, November 4, 2025</b><br><b>5:00 pm</b>   |
| <b>Step 3</b> | Applications are routed to the Department Chair/Coordinator, Dean, and Vice President for information and comment.  | <b>November 5-18, 2025</b>   |
| <b>Step 4</b> | Applications are reviewed and ranked by the Sabbatical Leave Committee.   | <b>Nov 25, 2025 - January 2026</b>   |
| <b>Step 5</b> | Sabbatical Leave selections submitted to the Chancellor.  | <b>End of January 2026</b>   |
| <b>Step 6</b> | Governing Board ratification  | <b>February 2026</b>   |
| <b>Step 7</b> | Written (email) notification of sabbatical leave awards to the college President, Dean/Director, Chair/Coordinator, and applicants  | <b>February 2026</b><br>(after Board ratification)   |

| <b>LINKS TO RESOURCES</b>                         |
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| <b>Sabbatical Procedure</b>                       |
| <b>Sabbatical Leave Application</b>               |
| <b>Sabbatical Scoring Rubric</b>                  |
| <b>Sabbatical Contract Language (Article XIV)</b> |
| <b>Adjunct Side Letter</b>                        |

| <b>LINKS TO EXAMPLES</b>               |
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| <b>Sabbatical Application Sample 1</b> |
| <b>Sabbatical Application Sample 2</b> |