

## **Sample Sabbatical Proposal**

### **1. Purpose**

Goal: To become more effective in my role as [job title] at [college] by developing professional knowledge and competence through the completion of a doctor of education in educational leadership program with specialization in community college/higher education administration.

Objective One: To complete my research on the gender gap in community colleges, using a qualitative approach to focus on the steadily declining participation rates among males between the ages of 18 and 24. The results of this research should prove beneficial for MCCCDC administrators responsible for recruiting, enrolling, and retaining students.

Objective Two: To write and publish my doctoral dissertation.

Relationship to MCCCDC Vision, Mission, and Values: The above goal and objectives align with the District values of excellence (striving for one's academic, personal, and professional best), innovation, lifelong learning, and responsibility (making one's learning experiences significant and meaningful). The doctoral cohort of which I am a member was created by NAU and several Maricopa presidents specifically for current and future administrators throughout MCCCDC. Completing this program will help me meet my personal and professional goals, and will benefit the District through the development of skilled administrators with the potential to assume leadership positions.

### **2. Execution of the Sabbatical**

Pre-sabbatical activities:

1/2005 – 6/2007: Required doctoral coursework completed  
6/2007 – 8/2007: Cohort members prepare for comprehensive exams  
9/2007 – Comprehensive exams (August 31 – September 14)  
9/2007 – 12/2007: Enroll and complete EDR 798 Dissertation Seminar, which includes formation of dissertation committee and submission of research proposal  
1/2008 – 2/2008: Administrative leave. This time will be used to conduct research and to complete my dissertation prospectus (Chapters 1 – 3 of dissertation).

Proposed Sabbatical Activities

3/2008 – 5/2008: Complete research and compile results  
6/2008 – 7/2008: Write and submit dissertation chapters four and five

## Post-sabbatical Activities

9/2008 – Defend dissertation

12/2008 – Graduation

### **3. Expected Results**

The NAU/MCCCD doctoral cohort was designed specifically to develop administrative leadership in the District. Approximately one-half of the coursework was taught by Maricopa presidents, vice chancellors, and senior administrators, yielding a relevant and practical curriculum. The Maricopa-specific content was supplemented by rigorous foundation courses in educational philosophy, learning theories, and research methods, producing well-rounded professionals who are positioned to assume leadership roles throughout the District.

Participating in this cohort-based program has been a personally and professionally rewarding experience. Since joining the administration at [college] in [date of hire], the program has allowed me to rapidly acquire knowledge of District leadership, policies, and practices, thus increasing my effectiveness as [job title].

My research will also benefit the district by recommending strategies for enrolling and retaining a critical segment of the population (males between the ages of 18 and 24) that is increasingly underrepresented on MCCCD campuses.

Coupled with a two-month administrative leave, this five-month sabbatical will make it possible for me to complete my research and write my dissertation in a focused, contiguous period of time following my comprehensive exams and dissertation seminar. The end result will be my earning an EdD with specialization in community college/higher education administration by December 2008.

### **4. Estimated Cost**

The estimated cost of the sabbatical would not exceed \$8,000, the amount needed for increased salary and benefits for [job title] who will act as [applicant's job title] during the sabbatical period.

### **5. Supporting Documentation**

- a. Letter of Support from [name and title]
- b. NAU Program of Study