

Article 25: Sabbatical Leaves

25.01 ELIGIBILITY

- A. A faculty member must establish six (6) academic years of continuous, full-time service (100 percent contract load) immediately preceding the academic year of the sabbatical leave.
- B. A faculty member's most recent evaluation must have a rating of Satisfactory or Satisfactory with Minor Improvement Needed.
- C. For subsequent sabbatical leaves, the return to full-time, 100 percent load status after a sabbatical leave will initiate the beginning of a new six-year eligibility cycle.
- D. Sabbaticals for Administrators Who Retreat to Faculty Positions
 - 1. For administrators who have been a regular faculty member, eligibility status will be calculated from the beginning of the first semester of employment as a full-time faculty member. Years spent in an administrative assignment will be subtracted from the faculty member's total years of service.
 - 2. For administrators who have not been a regular faculty member in the District, eligibility status will be calculated from the beginning of the first semester of employment as a full-time faculty member.
- E. A faculty member who has been awarded a sabbatical leave may withdraw without penalty from one (1) approved sabbatical leave. If the faculty member withdraws from a second consecutive sabbatical leave, the faculty member will not be eligible to apply for a sabbatical leave for the next two (2) academic years.

25.02 NUMBER OF SABBATICAL LEAVES

- A. The District will calculate the number of Sabbatical Leaves available each academic year, which will be equal to 4.5 percent of the total load (exclusive of overloads) of regular faculty positions, including faculty with reduced or pro-rated contracts, plus two (2). Upward rounding will occur at 0.5 and above.
- B. Unused sabbaticals each year will be carried over to the next academic year.

25.03 LEAVE PERIOD

- A. The sabbatical leave period is either one (1) semester or two (2) semesters.
- B. The choice of the length of the sabbatical leave period is final except under emergency circumstances.
- C. One-semester leaves may be taken in the fall or spring semester of the sabbatical year.
- D. Two-semester leaves may be taken
 - 1. in the fall and spring semester of the sabbatical year or
 - 2. in the fall or spring semester of the sabbatical year and any fall or spring semester in the following two years.
- E. The choice of in which semester(s) the leave will occur will be final after the department chair has been consulted about the impacts of the leave.

25.04 SABBATICAL LEAVE APPLICATION AND PROPOSAL

- A. Eligible faculty members must apply for a sabbatical leave two years prior to the year of the intended leave. The deadline for applications will be the last working day in January of the application year.
- B. After receiving notice of the official ranking by the Sabbatical Leave Committee, applicants will have ten (10) working days to challenge the ranking.
- C. For those faculty members awarded a sabbatical leave, sabbatical proposals will be due to the Sabbatical Leave Committee at the end of the fourth week of the fall semester in the academic year prior to the year of the sabbatical leave. Sabbatical recipients must have consulted with the department chair regarding impacts to the department (see section 7) prior to submitting the proposal to the committee.
- D. Sabbatical proposals will include the type of sabbatical leave activity (see section 8) and a detailed statement describing the proposed course of study, project, or itinerary and how the proposed activity will contribute to the faculty member's professional development and benefit the faculty member's students and the District.
- E. The Sabbatical Leave Committee may request revision of proposals it deems to be incomplete or inappropriate.
- F. Once sabbatical proposals are approved, the Sabbatical Leave Committee will forward them to the Vice President of Academic Affairs, who will forward them to the President/Superintendent and the Board of Trustees.
- G. If a recipient decides not to exercise a sabbatical leave, the leave will be offered to an alternate two weeks after the original proposal due date. After being notified, the alternate will be given an additional three weeks to submit the proposal to the committee.
- H. Any changes to the sabbatical leave proposal due to unforeseen circumstances such as travel restrictions, natural disaster, or class cancellation, or due to academic circumstances such as shifts in disciplinary standards or pedagogical methods prior to or during the sabbatical leave must be submitted to and approved by the committee.
- I. If a sabbatical leave recipient's assignment in the District changes after the sabbatical leave is approved, the Vice President of Academic Affairs may determine that the intended outcome of the sabbatical leave is no longer in accordance with District needs and direct the faculty member to revise the sabbatical leave proposal.

25.05 APPLICANT RANKING

- A. Sabbatical ranking priority will be based upon years of full-time faculty service in the District. Years of service will be counted from the beginning of the first semester after the most recent date of employment.
- B. For faculty members applying for a subsequent sabbatical leave, calculation of years of service for the purpose of ranking begins with the fall semester after the completion of the prior sabbatical leave.
- C. If the ranking of applicants for sabbatical leave results in a tie, the following criteria will be applied in sequence to break the tie.
 - 1. Preference will be given to applicants who have not previously taken a sabbatical leave.

- 25.05.C.** 2. Preference will be given, in ranked order, to an applicant with the most years of service since the last Sabbatical Leave.
3. If applicants remain tied, the committee will determine the ranking using a random number generator.

25.06 COMPENSATION

- A. Faculty members on a one-semester leave will receive 100 percent of their salary.
- B. Faculty members on a two-semester leave will receive 60 percent of their salary. STRS credit will be reduced to 0.60 for each semester of the leave, and faculty members have the option of purchasing the remaining 0.40.
- C. Faculty members on a two-semester leave may use banked load (See Article 32) to increase their load and STRS credit up to 100 percent.
- D. Income from outside earnings.
1. The faculty member's salary will be reduced if a combination of outside earnings from the sabbatical project and earnings from the District during the time of the leave exceeds the faculty member's annual contract salary.
 2. Direct costs incurred as a result of the sabbatical leave, such as tuition, books and supplies, fees, travel costs, and additional living expenses, may be deducted from any outside earnings, providing that these deductions are identified and agreed upon prior to the leave.
 3. The faculty member will provide the District with their anticipated income per §25.06.D.1. above as a part of the sabbatical leave agreement.
- E. A faculty member on sabbatical leave may not perform an instructional or allied assignment or any activities compensated by the District during the leave.
- F. A faculty member on sabbatical leave will be considered a full-time employee of the District and shall continue to receive full health and welfare benefits and will maintain their position on the Faculty Seniority and Length-of-Service Lists.

25.07 IMPACT TO THE DEPARTMENT

- A. Faculty members must confer with their department chair about the proposed timing and potential impacts to the department before applying for a sabbatical leave. If the sabbatical leave applicant is the department chair, the applicant must confer with the supervising administrator.
- B. If sabbatical leaves are awarded to more than one member of the same department, the ten percent rule will be applied.
1. If the number of sabbatical leaves divided by the total departmental FTEF is greater than ten percent, then the impact to the department must be considered.
 2. The department chair, after consulting with the supervising administrator will make one of the following recommendations to the VPAA.
 - a. If there would be no substantial impact to the department, the chair may recommend that the simultaneous sabbatical leaves may proceed.
 - b. If there would be substantial impact to the department, the chair may recommend that one or more of the sabbatical leaves be postponed to the following year. Faculty members who have their leave postponed will be ranked number one for the following year.

25.08 APPROVED SABBATICAL LEAVE ACTIVITIES

- A. Academic Study
- B. Independent Study
 - 1. Learning new technologies
 - 2. Pedagogical research
 - 3. Global or international study
- C. Professional and Industry Experience
- D. Professional Projects
 - 1. Scholarly Research
 - 2. Writing
 - 3. Creation of music, art, dance, film, or theatre productions or other creative exhibitions
- E. Curriculum, Program, or Course Development
- F. Community Partnership and Service Learning
- G. Other, as recommended to and approved by the Sabbatical Leave Committee and the Vice President of Academic Affairs.

25.09 SABBATICAL LEAVE COMMITTEE

- A. The Sabbatical Leave Committee will consist of 6 faculty members, 5 appointed by the Academic Senate, and one appointed by AFA.
- B. A District administrator, appointed by the VPAA, will serve as a non-voting member and will be responsible for administrative tasks related to the committee proceedings and sabbatical leave application and proposal process.
- C. The faculty members of the Sabbatical Leave Committee will:
 - 1. Answer questions and provide information to faculty members about the sabbatical leave process.
 - 2. Rank sabbatical leave applicants according to the provisions of this article.
 - 3. Review sabbatical leave proposals from those faculty members who qualify for a sabbatical leave and some number of alternates.
 - 4. Forward a list of recommended sabbatical leaves and associated activities to the Vice President of Academic Affairs.
 - 5. Hold workshops to assist applicants with the sabbatical leave proposal.

25.10 SABBATICAL LEAVE CONTRACT

- A. Faculty members on an approved sabbatical leave are under a contract agreement with the District.
- B. Prior to the sabbatical leave and project being submitted to the Board of Trustees for approval, sabbatical recipients will sign the *Sabbatical Leave and Promissory Note Agreement*.
- C. If the faculty member does not fulfill the contract set forth in the *Sabbatical Leave and Promissory Note Agreement*, the Vice President of Academic Affairs will recommend the appropriate remedy to the board, which may include repayment of compensation for the sabbatical leave.
- D. Upon returning from sabbatical leave, the faculty member is required to perform contract service in the District for a period two times the length of the sabbatical leave.

- 25.10.D.** 1. For two-semester sabbatical leaves taken in non-consecutive semesters, the semesters between the leave semesters will count toward this required service.
2. Faculty members who are on reduced workload (less than 100 percent contract load) will fulfill the required service on a pro-rata basis.

25.11 SABBATICAL PRESENTATION AND REPORT

- A. Each faculty member will complete the following during the semester after the sabbatical leave concludes:
1. Before the end of week 6, submit a written sabbatical report to the Sabbatical Leave Committee for an initial review. The written sabbatical report (not to exceed 2 pages) will include a description of the sabbatical leave activity and a statement of how the objectives of the leave were met and how the faculty member will incorporate the results of the sabbatical leave to benefit the students, the department, and the District. Before the end of week 8, the faculty member will submit the written sabbatical report to the faculty member's supervising administrator, who will confirm that the report sufficiently documents the completion of the sabbatical project and will forward the report to the office of Vice President of Academic Affairs, who will forward all sabbatical reports to the President/Superintendent and the Board of Trustees.
 2. Schedule a presentation of their sabbatical project, to take place before the end of week 14, at a department meeting, at a Professional Development Day session, as a part of a campus lecture series, or at some other venue in the District. The faculty member must notify the Sabbatical Leave Committee and the VPAA of the date and time of the presentation.
- B. Failure to submit the written report or to present the results of the sabbatical will be considered non-fulfillment of the sabbatical leave contract.