SABBATICAL LEAVE - REQUEST SUBMISSION PROCEDURES

1. Application for sabbatical leaves will be made in writing using the appropriate form. By October 1 of the preceding academic year, the form will be sent (by the applicant) to Human Resources to certify the employee has met the service requirements, is in good standing, and meets other contractual and legal conditions for the requested sabbatical. Upon certification by Human Resources, the form will be forwarded to the appropriate first-level manager who will determine whether the requested leave presents any major difficulties for the ongoing activity of the educational program. Upon recommendation by the first-level manager, the form will be forwarded to Faculty Senate by November 1 (14.10.1 CCFA Contract).

2. The Faculty Senate Sabbatical Leave Sub-Committee will review the request. They will recommend approval or denial, or return the request for revision. After the sub-committee's recommendation is discussed, the Faculty Senate will vote to approve or deny the Sabbatical request. After the signature of the Faculty Senate President is obtained, the request will be forwarded to the Office of the Associate Superintendent of Instruction and Institutional Effectiveness for his/her review and recommendation NO LATER than January 15 (14.10.2). The Office of the Associate Superintendent of Instruction and Institutional Effectiveness is responsible for forwarding all sabbatical leave requests which he/she approves for the consideration of the Governing Board not later than the first regular Board meeting in March, unless there are circumstances that preclude submission at the Board meeting. Sabbatical leave requests shall be accompanied by a written statement from the first level manager outlining the following:

   a. How many total instructional hours will be covered by adjunct faculty?
   b. How many, if any, total instructional hours will not be covered during the sabbatical?