SABBATICAL LEAVES:
PROCEDURES AND DOCUMENTATION

Revised February 2016

Approved by Faculty Senate
February 23, 2016
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STATEMENT OF PHILOSOPHY

Educational Code 87767:

"A Leave of absence for study and travel is granted by the Governing Board to any district employee in a position requiring certification qualifications not to exceed one year. The study or travel shall benefit the students of the district."

Students are successful when they feel excitement and enthusiasm in their fields of study. Textbooks and computers are rarely the direct source of excitement and enthusiasm for most students—teachers are. Quality education may be measured by the level of enthusiasm and vitality on the part of the teaching faculty. All quality institutions of higher education have long recognized the need to retain the fresh enthusiasm and vitality of their faculties by encouraging periodic retreats from the rigors of classroom instruction in the form of sabbatical leaves. It is also in the tradition of higher education that professional teachers are themselves the best judges of those sabbatical activities that will best contribute to their own revitalization.

Assembly Bill 1725 reaffirmed the Community College Mission and brought recognition to the system as a respected coordinated segment within the realm of higher education. This newfound collegial recognition creates the need to acknowledge the importance of intellectual renewal. Because of Board-adopted goals including improvement in student achievement, retention and transfer rates, renewed vigor in teaching needs to be given a high priority. Because the District recognizes the need to retain freshness and enthusiasm by instructors, a significant portion of the faculty must be encouraged to undertake sabbatical activities. "A maximum of 2.5 percent of the regular full-time bargaining unit members are permitted sabbatical leaves each academic year." (14.10 CCFA Contract)

If they are to be effective, the nature of sabbatical activities must vary with the individual faculty member. The only universally valid criterion of success is that the activities have provided the participant with fresh perspectives that will be freely shared in order to enhance the educational program.
CONTRACT PROVISIONS

The contract contains specific language regarding sabbatical leaves. Please consult for details.

14.10.0 Eligibility
   - Faculty member must:
     - Be a regular full-time bargaining unit member (14.10)
     - Have their previous evaluation be “Satisfactory” (14.10)
     - Have had six years elapsed since previous sabbatical leave or since being
       employed as a full-time contract faculty member (Office of Human
       Resources)

14.10.1 Routing of request
14.10.2 Timing of request
14.10.3 Priority
14.10.4 Compensation
14.10.5 Compensation
14.10.6 Report
14.10.7 Time frame for leave
14.10.8 Period of service upon return
14.10.9 Bond
SABBATICAL LEAVE REQUEST FORMAT

I. **Heading**

Please type the following information in the upper right-hand corner of the first page of your application:

Name  
School/Area/Department  
Proposed period of the leave

II. **Sabbatical Purpose**

Provide an adequate description and rationale describing the intention and/or purpose of your request. Describe in what way this experience will contribute to your professional growth (CCFA Contract 14.10.3).

III. **Sabbatical Objectives**

Describe what you want to achieve during your leave. Be specific.

The Faculty Senate, the Administration, and the Governing Board will pay particular attention to your sabbatical objectives. Please be sure that the objectives point to professional development and benefit to the educational program. Some examples of typical objectives are to:

1. Extend or develop new skills directly related to your assignment.
2. Develop or explore new concepts or ideas within your assignment.
3. Write and/or publish in a field related to your discipline.
4. Engage in research related to educational needs.
5. Engage in a formal course of study related to the educational needs of the institution.
6. Engage in activities in order to achieve recency in a technical field.
7. Create a body of work (e.g. art, music composition or performance, etc.)
8. Enhance performance through travel.

IV. **Sabbatical Activities**

Specify the activities you propose to undertake to accomplish the objectives cited in Section III above. Examples of such activities include, but are not limited to:

1. Affiliation with a business, industry, or enterprise that will provide currency in a field related to your discipline.
2. Creation of original work which may include objects d'art, manuscripts, research, editing, performable works of music, dance, and other professional activities.

3. Enrollment in an accredited educational program leading to a degree or some portion thereof that is related to your discipline.

V. Benefits of the Sabbatical

Describe the benefits derived from the sabbatical for each of the following:

1. Benefit to the student
2. Benefit to the district (or college)
3. Benefit to you as an educational professional

VI. Statements of Support

Faculty should endeavor to strengthen their sabbatical leave request with letters and/or statements of support from others.

VII. Application for Sabbatical Leave

An Application for Sabbatical Leave (p. 18 of this document) must be attached to the original copy of the request.
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 CCFA Contract). 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?

CRITERIA FOR THE WRITTEN APPLICATION

1. The sabbatical request shall be as comprehensive and detailed as is necessary to permit meaningful review by the Faculty Senate, the Administration, and the Governing Board.

2. Sabbatical projects shall be of appropriate scope for the time requested.

3. The sabbatical request shall be written in a way that is clear, coherent, and in keeping with the standards of a professional educator, and free of errors caused by haste or carelessness.

4. The statement of specific objectives, the plan for achieving each objective, and the documentation to be submitted upon completion of the leave are clear, measurable, and in harmony with the general purpose of the leave.
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Faculty Senate to carry out the sabbatical leave policy as set forth in the agreement between the District and the CCFA. Because it believes in the value of sabbatical leaves, the Faculty Senate will do everything in its power to maintain the integrity of the leave and the integrity of the evaluation process.

The Faculty Senate is empowered to evaluate all applications for sabbatical leaves to determine that:

a. the application has appropriate content and objectives that are likely to enhance professional development of the applicant and the educational program of the district (Sec. 14.10.1 CCFA Contract); and

b. the statement of specific objectives, the plan for achieving each objective, and the documentation to be submitted upon completion of the leave are clear, measurable, and in accordance with the general purpose of the leave.

The Faculty Senate does not rank proposals or applicants. The Faculty Senate's concern is to evaluate the applications to assure they conform to District policy and contain clear, measurable objectives which can be evaluated upon completion of the sabbatical. The purpose is to update and improve the capabilities of the faculty member upon his/her return to his/her regular assignment—a long-range goal, therefore, the Faculty Senate examines all applications with a sensitive respect for the faculty member's views of what will improve his/her value to the college.

It is the responsibility of the Faculty member to be sure that each application submitted reflects the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. Both the applicant and the Faculty Senate should start with an assumption of good faith and a desire to resolve differences in a professional equitable manner. The Faculty Senate reminds each applicant that both the Faculty Senate and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Faculty Senate will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the sabbatical leave policy. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE SUB-COMMITTEE FOR APPLICATIONS

1. In evaluating sabbatical leave applicants, the first step will be the review of the statement of general purpose of each applicant.

a. If questions are raised, the Committee will consult with the applicant and if necessary request a meeting. They may submit a written list of questions prior to the formal meeting.
b. At this meeting, the applicant should present written clarification and revisions of his/her statement.

c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the recommendation to the Faculty Senate is “Unacceptable.”

d. If the Faculty Senate denies the application, the applicant will be notified in writing and will be given reason for the disapproval.

2. When the statement of general purpose is acceptable, consideration will then be given to the specific objectives, the plan to achieve them and the documentation to be submitted on completion of the leave.

a. When these are acceptable, the Committee shall forward the application to the Faculty Senate, with the recommendation of “Acceptable.”

b. If questions are raised by members of the Committee, the Committee will consult with the applicant and may submit the questions in writing. A formal meeting may be set up with the applicant.

c. At this Committee meeting, the applicant should present written clarifications and revisions.

d. If there are still unresolved issues after this meeting, the Committee may inform the applicant in writing of the unresolved issues and set up a final meeting.

e. After the final meeting, the Committee shall vote to accept or reject the application and make recommendations to the Faculty Senate accordingly. The applicant shall be informed of the decision of the Faculty Senate. If the application is rejected, the applicant is to be informed of the reasons for the rejection in writing.

f. The final Faculty Senate recommendation will be communicated in writing to the appropriate dean, the Associate Superintendent of Instruction and Institutional Effectiveness and the applicant.

3. Applicants whose leaves have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).
SABBATICAL LEAVES COMMITTEE
PRELIMINARY REVIEW OF SABBATICAL LEAVE APPLICATIONS

Applications will be reviewed by a Sub-Committee of the Faculty Senate who will recommend one of the following:

- Acceptable for consideration.
- Acceptable with clarification.
- Unacceptable.

Explanation of determinations:

Acceptable for consideration

The application is complete and clear, ready for consideration and evaluation by the Faculty Senate.

Acceptable with Clarification Needed

Editing and or proofreading is necessary, or missing information or explanation(s) should be added to enhance the Committee reader(s)' understanding of the proposed activity (ies) before consideration and evaluation by Faculty Senate.

Unacceptable

Application needs major revision before it can be given consideration by the Faculty Senate or applicant may not meet eligibility requirements. The Committee will establish deadline dates for receipt of applications in need of revision.

A notification letter will be sent to each applicant regarding the status of his/her application by the Faculty Senate.

If the Sub-committee recommendation is “clarification needed” or “unacceptable,” the applicant’s revisions will come to the Faculty Senate within a week of date of the notification letter.
GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES

In order that the Sabbatical Leave Sub-Committee may objectively evaluate the attainment of the objective(s) upon the completion of a sabbatical leave, the following description of documentation for various types of proposals is offered as a guideline:

1. **FORMAL COURSEWORK AT AN EDUCATIONAL INSTITUTION OF HIGHER LEARNING**

   A. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution only), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.

   B. If a course is only "audited," this attendance must be verified **in writing** by:

      (1) the course instructor or other appropriate authority,

      **OR**

      (2) **dated** class notes taken during attendance in the course.

2. **WORK EXPERIENCE**

   An official letter of verification, signed by the appropriate supervisor, administrator, or similar authority, that:

   a. indicates the name and place where the work was done

   b. indicates the type of work performed

   c. indicates the quantity of time spent working

   d. indicates the quality of work performed

3. **TRAVEL/STUDY/VISITATION**

   a. Travel itineraries (places, dates, time, etc.)

   b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.

   c. Manuscripts, publications, papers, painting, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity and that meet the usual and accepted professional standards.

   d. Bibliography of material read, studied, and/or collected.

   e. Names, titles, places, dates, etc. of conferences, seminars, or meetings attended. Include synopsis of each activity.
4. RESEARCH/PROJECTS/OTHER CREATIVE WORK

   a. Names of the location(s) or institution(s) where your project/ study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.

   b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.

   c. Manuscripts, publications, papers, paintings, drawings, photographic work, and/or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.

   d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

5. REVISING YOUR SABBATICAL REQUEST/OBJECTIVES/ACTIVITIES

If due to extenuating circumstances during your sabbatical, it becomes necessary to revise your objectives or activities, you must notify the Faculty Senate Office in writing. You must explain the circumstance(s) that prevent you from completing the original plan and explain what equivalent objectives or activities you plan to accomplish.

You will be held responsible, financially and otherwise, for accomplishing appropriate objectives and activities during your sabbatical leave.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives. The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications and other appropriate documentation.
THE SABBATICAL REPORT

Upon return from a sabbatical leave, in accord with the District’s contract with CCFA (14.10.6), the individual shall submit a detailed written report of the activities during the sabbatical leave (hardcopy and electronic copy). The report should detail how the objectives proposed in the sabbatical request have been accomplished by the activities that were undertaken.

The original report should be submitted to the appropriate dean along with the signature page (p. 19 of this document), and a copy submitted to the Faculty Senate no later than the Friday of the fourth week of instruction, after return to regular assignment, as shown on the current Academic Calendar.

After the dean endorses the signature page, the original report should be forwarded to the Faculty Senate.

After approval by the Faculty Senate, the original report and signature should be forwarded to the Associate Superintendent of Instruction and Institutional Effectiveness no later than the eighth week of instruction.

The Associate Superintendent of Instruction and Institutional Effectiveness will prepare the Board agenda item. When the report is presented to the Governing Board, the faculty member shall attend the Board meeting for purposes of either addressing concerns or presenting a brief oral report.

The written report shall consist of the following:

1. A copy of the sabbatical request
2. A summary of the study, research, and/or travel completed while on leave.
3. A statement indicating how the leave will help the individual to render more effective service to the students, college, and instructor.
4. A transcript of the academic work completed, if applicable.
5. A copy of any research completed, if applicable.
6. A copy of any book or article completed, if applicable.

OTHER REPORTING

In an appropriate forum, sabbatical leave experiences/projects will be showcased providing the faculty member the opportunity to present highlights of his/her activities. This will allow for the sharing of the more significant outcomes and dissemination within the college with colleagues in other departments/disciplines/units who may also derive a benefit from the sabbatical experience.
GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS

The following suggestions are made to assist certificated personnel in preparing sabbatical leave reports to facilitate acceptance by the Governing Board. These guidelines were prepared by the Sabbatical Leave Committee who review and recommend all sabbatical leave reports.

In preparing the sabbatical leave report:

1. Remember that the report is a comprehensive and concise account of the sabbatical activity(ies).

2. While on leave, collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to your sabbatical report, where applicable.

3. While on leave, it is advisable to maintain a personal journal of sabbatical activities which will assist you in writing your report.

4. Consider discussing your report with colleagues who have completed recent sabbaticals and with members of the Sabbatical Leave Committee.

5. The report should include a clear description of research design and method(s) of investigation, if applicable.

6. The report shall include verification of units completed (transcripts or letter of completion by instructor, if applicable).

7. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.

8. A clear distinction should be made between personal opinion, empirical results and results based upon true research of systems, theories, and data, etc.

9. The travel report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.

10. The unit member reporter should maintain a complete copy of the sabbatical report in his/her personal file.

11. The unit member reporter must submit a complete copy of the report to the Faculty Senate, no later than Friday of the fourth week of instruction following return to regular assignment (14.10.6 CCFA Contract), to the appropriate dean, and to the Associate Superintendent of Instruction and Institutional Effectiveness no later than Friday of the eighth week of instruction. (14.10.6 CCFA Contract).
SABBATICAL LEAVE REPORT FORMAT

The report shall be prepared on 8-1/2 x 11 paper. Copy shall be presented in manuscript form (unbound) in a 9 x 12 envelope. The report will later be uniformly bound by the college prior to submission to the Governing Board.

Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling and punctuation.

The report shall have adequate margins for binding and be double-spaced for ease in reading.

The report shall be properly footnoted, if applicable.

Pages shall be numbered consecutively.

The sabbatical leave report shall include:

1. Title page
2. Copy of the sabbatical leave application proposal
3. Statement of purpose (page/ s)
4. Table of contents (page/ s) including headings, listings, data, plates or illustration, maps, charts, etc.
5. Executive Summary (general summary of completed sabbatical)
6. Body of report
7. Conclusions (summary with statement of value to the college)
8. Appendix (index, bibliography and other appendages)

For your information:

Before submission of the recommended report to the Governing Board, a signature page shall include the dated signatures of the applicant, the appropriate dean, the Faculty Senate President, and the Associate Superintendent of Instruction and Institutional Effectiveness.
FORMAL REVIEW PROCEDURES OF THE SABBATICAL LEAVE
SUB-COMMITTEE FOR REPORT

The role of the Faculty Senate's review of the sabbatical report is to verify that the objectives and activities proposed in the sabbatical request have been accomplished. If there have been revisions, the reason(s) for the approved modification(s) must be adequately explained. The approved alternative objectives and activities must be described and accomplished.

1. In reviewing sabbatical leave reports, the sub-committee will consider the following:
   - Adequate description of activities undertaken
   - Adequate description of how the activities undertaken are related to the attainment of the objectives
   - Comprehensiveness
   - Examples of pertinent materials
   - Clear description of research design and methods of investigation (if applicable)
   - Verification of coursework units completed
   - Substantiates conclusions, cites research or other sources of data.
   - Distinguishes between personal opinion, empirical results, research results, theory
   - Uses scholarly approach with attention to detail
   - Pages numbered consecutively
   - Title page
   - Copy of sabbatical application proposal
   - Statement of purpose
   - Table of contents (headings, listings, data, illustrations, etc.)
   - Summary statement includes value to college
   - Contains pertinent appendices
   - Footnotes (if applicable)
   - Quality typed or professional hand calligraphy
   - Submitted by deadline date
2. If questions are raised, the sub-committee will consult with the faculty member and, if necessary, request a meeting. They may submit a written list of concerns prior to the meeting.

b. At this meeting, the faculty member should present written clarifications/ revisions of his/ her report.

c. The sub-committee may then request further clarification or vote on acceptance of the report. If the report is “Accepted,” then that recommendation will be forwarded to the Faculty Senate for formal approval.

d. If further clarifications/ revisions are necessary, further consultations and/or a meeting may be scheduled. The concerns should be communicated to the faculty member in writing before the next meeting. If after voting on acceptance, there are still concerns, the recommendation of “Not Accepted” will be forwarded to the Faculty Senate for formal action.

e. The final Faculty Senate recommendation will be forwarded to the faculty member, appropriate dean and Associate Superintendent of Instruction and Institutional Effectiveness. A report that is “Accepted” will have the Faculty Senate President’s signature. A report that is “Not Accepted” will be forwarded without signature to the Associate Superintendent of Instruction and Institutional Effectiveness.
APPLICATION FOR SABBATICAL LEAVE

I am requesting a sabbatical leave for the period: _____

Attached to this Application is the Sabbatical Leave Request in the format outlined by Faculty Senate. I certify that the foregoing information is accurate and that the proposed objectives are, to the best of my knowledge, achievable within the requested timeframe. I understand that, if the proposed leave is granted, I must meet all conditions outlined in the collective bargaining agreement (Article 14.10).

I agree to furnish the Faculty Senate with a full report of my sabbatical activities no later than Friday of the fourth week of instruction after the return to regular assignment, as shown on the current Academic Calendar. This report must be received by the chief instructional officer no later than Friday of the seventh week of instruction. I understand the Governing Board may, at its sole discretion, approve or disapprove sabbatical leaves.

Signature  
Date

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<tr>
<th>Certifications</th>
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<tr>
<td>1. Human Resources: I certify the employee has met the service requirements, is in good standing, and meets other contractual and legal conditions for the requested sabbatical.</td>
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</table>
| Vice President, Administrative Services  
Date |
| 2. First-Level Manager: I have reviewed the requested leave and have determined such leave □ will □ will not present major difficulties for the ongoing activity of the educational program. The requested leave is □ recommended □ not recommended. |
| First Level Manager  
Date |
| 3. Faculty Senate: I certify that a majority of the Faculty Senate (voting at a regular meeting) has approved the content of the requested sabbatical leave as a set of objectives that will be likely to enhance the professional development of the applicant and the educational program of the District. |
| Faculty Senate President  
Date |
| 4. Associate Superintendent, Instruction/Institutional Effectiveness: Based on the criteria described in the bargaining unit agreement, the request for sabbatical leave is □ recommended □ not recommended. |
| Associate Superintendent, Instruction/Institutional Effectiveness  
Date |
SABBATICAL LEAVE REPORT APPROVALS
PLEASE ATTACH THIS FORM TO YOUR REPORT

I certify that I have reviewed this report and it meets the standards and terms of the Sabbatical Leave procedure.

----------------------------- Date
Applicant's Signature

----------------------------- Date
Dean's Signature

----------------------------- Date
Faculty Senate President's Signature

----------------------------- Date
Associate Superintendent of Instruction and Institutional Effectiveness' Signature