SABBATICAL LEAVE - 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, 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.