

SABBATICAL LEAVE FOR FACULTY

Contra Costa Community College District faculty members are granted sabbatical leave according to provisions set forth in the United Faculty Agreement.

Eligibility

An applicant for sabbatical leave must have rendered full-time service in the District for at least six (6) consecutive academic years immediately preceding the sabbatical leave, and, not more than one (1) such leave shall be granted in each six (6) year period.

Submission of Sabbatical Leave Application

The completed application should be submitted electronically to the respective college president. Each faculty member shall submit only one application to be considered by the Sabbatical Leave Committee. It is the responsibility of the applicant to ensure that the application has been received by the president and that it is complete. Applicants should review the Faculty Sabbatical Leave Handbook for information on the process.

Evaluation of Applications

The Sabbatical Leave Committee's position shall be the following in order to evaluate all sabbatical leave proposals in a fair and equitable manner.

The proposed plan of work must relate significantly to the proposer's professional assignment and educational program of the college and be of value to students, staff and colleagues. It should have the effect of enhancing the applicant's background or improving his/her professional competence. Equal value shall be given to study, research, travel, creative activity or any combination thereof. Should the proposal affect the educational program of the applicant's department/sub-area, division/area or college, or have an effect on some other aspect of services of the college, the applicant should have discussed the proposal with appropriate persons. In such cases, a letter or letters from department/division chairs indicating awareness and concurrence with applicant's proposal should be submitted with application. Incomplete applications will not be ranked by the committee.

Ranking Procedure

Prior to Application Ranking Meeting:

1. Include RUBRIC with each application in bound book to be sent to committee members one week prior to ranking meeting.

At Application Ranking Meeting:

2. Each committee member will be given at the meeting a Member Ranking Sheet and Member Tally Sheet.
3. Applications will be discussed individually. At the end of each discussion, committee members will be given time to score each category on the RUBRIC and total the scores for that application on the Member Ranking Sheet.

4. Unacceptable Applications: If two-thirds of the members rounded to the nearest whole number, 9 out of 14 currently, give a score of less than half the possible points, i.e., 90 possible points, $\frac{1}{2} = 45$, an application will be rejected. Committee members will circle rankings that are unacceptable. (Based on specific criteria in RUBRICS, committee will be able to provide concrete reasons for rejecting an application.)
5. After all proposals have been discussed, scored, and ranked, committee members will transfer information to Member Tally Sheet. Each committee member ranks his/her own scores, giving a "1" to the highest score, "2" to the second highest, etc. In case of a tie, a midpoint rank is given. (For example, if two are tied for sixth place, then each receives a rank of 6.5.)
6. Committee members turn in Member Tally Sheet to Chairperson. Recording Secretary records all rankings. Rankings in columns 1-14 will be added, totaled and ranked. The lowest sum is the proposal ranked number "1". The second lowest sum is ranked "2", etc. The computations will take close to one hour depending on number of applicants. Recording Secretary will photocopy for committee members and take back into meeting.
7. The first criterion to break a tie in ranking will be "years since last sabbatical" with "years of service in the District" as the second criterion.
8. Committee will give feedback on what to communicate to unsuccessful applicants by referring to their individual RUBRIC form on the applicant. Applicants will be notified in writing by the Chancellor or designee of their individual ranking and that the number of sabbaticals to be funded will be based on the cumulative cost of replacing those on leave, calculated in order of ranking.

Modifications of Approved Sabbatical Leave Applications

1. Proposed modifications to approved sabbaticals are viewed seriously and should occur only because of significant, unforeseen circumstances or opportunity.
2. Any modifications in the approved objectives, activities, timelines, or evidence of the sabbatical leave program either prior to or during the sabbatical shall have **prior** approval of the committee.
3. Modifications to sabbatical proposals must be submitted in writing as directed by the sabbatical leave committee chair.
4. Requests for modifications to approved sabbatical leave applications shall be submitted to the chair of the Sabbatical Leave Committee with a copy to the Associate Vice Chancellor for Human Resources.
5. The chair shall submit the request to the committee. If the request is not timely it shall not be forwarded to the committee and shall be denied by the chair. In such cases, the chair shall inform the committee of the denial. All other modification requests shall be submitted to the committee for a vote.
6. If three members of the committee request a meeting before voting to approve or deny the modification request, the chair will call a meeting of the committee.
7. A majority of the committee members (8) must approve the request for modification in order for it to be accepted.

8. The chair shall notify the applicant and committee members of the outcome as specified in the United Faculty Agreement.

Miscellaneous

1. Sabbatical leave projects may be completed by the end of the semester or semesters for which the sabbatical was granted. In the event of a medical or other emergency during the sabbatical, the grantee may apply to the committee for a modification of the original proposal either (1) to reduce the scope of the project shall not require committee approval but does require approval of the Chancellor (if sick leave is used) or (2) to change the timelines to allow use of summer time periods to complete the project. The report for the completed sabbatical will be due within thirty (30) days of the revised completion date.
2. The Sabbatical Leave Committee may grant an extension of up to thirty (30) calendar days in cases where the sabbatical recipient, for compelling reasons beyond her/his control, is unable to meet the deadline for submitting the sabbatical report. It is the policy of the committee not to approve extensions longer than thirty days.
3. In the evaluation of applications, quality is to be considered a more important criterion than seniority.
4. If the employee does not serve for the entire period of service agreed upon (equivalent to twice the period of the leave), the amount of compensation paid for the leave of absence shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. (Education Code 87771)
5. The Governing Board's expectation is that full-time service will immediately follow the completion of the sabbatical leave with no requests for leave of absence or reduction of workload until the full-time service obligation to District has been met.
6. A partially compensated one-year sabbatical leave during the five years immediately preceding the year in which an employee wishes to be assigned a pre-retirement reduced workload under United Faculty agreement Article 14.2 causes the employee to be ineligible for the reduced workload.

Sabbatical Leave Reports

1. Upon completion of the sabbatical, the applicant shall submit a report to the Sabbatical Leave Committee, using the form shown in the Faculty Sabbatical Leave Handbook as outlined in the United Faculty Agreement.
2. The Sabbatical Leave Committee shall review and make recommendations for approval for each sabbatical.
3. All Sabbaticals approved by the Committee shall be submitted to the Governing Board for final approval.

Unapproved Reports

1. Unapproved sabbatical leave reports shall be submitted to the Chief Human Resources Officer and the Sabbatical Leave Committee chair for resolution.
2. Reports deemed completed based upon the resolution agreed to shall be submitted to the committee for approval before being submitted to the Board.
3. Unapproved reports not resolved will be subject to sanctions as outlined in the United Faculty Contract. No unresolved report will be extended beyond one year from the original expected return to duty date.