

FACULTY SABBATICAL LEAVE HANDBOOK

Table of Contents

Section		Page No.
Section I.	Overview of Sabbatical Leave	3
Section II.	Article 12.5 Sabbatical Leave	9
Section III.	Sabbatical Leave For Faculty	14
Section IV.	Holistic Evaluation Scoring Process	IV-1
Section V.	Sabbatical Leave Application.....	IV-1
Section VI.	Sabbatical Leave Report.....	VI-1

SECTION I. OVERVIEW OF SABBATICAL LEAVE

This handbook has been prepared to provide information on the procedure to follow in making application for a sabbatical leave and the steps to be taken in processing the application and the report. The Sabbatical Leave Committee also sponsors workshops at each college. These workshops are designed to provide additional information and to answer your questions concerning these procedures. We strongly encourage your participation in a workshop as that is the only means by which Sabbatical Leave Committee members may offer assistance in the preparation of your application.

A sabbatical leave is expected to produce a clearly defined benefit for students either directly or indirectly. In general, sabbatical leave applications that spell out the intended benefits to be gained by students will receive the most enthusiastic support of the Sabbatical Leave Committee.

Every effort is made by the Sabbatical Leave Committee to limit all evaluation of sabbatical leave applications solely to the merits of the proposed plan. In keeping with this goal no consideration is given to the applicant's past achievements, personal characteristics, professional status, or any other factor than what is specifically related to the proposed plan itself. Length of service in district and length of time since last sabbatical may also be considered.

This packet contains the following items:

1. Helpful hints on developing the application
2. Excerpts from the United Faculty contract related to sabbatical leave
3. Human Resources Procedure 2040.01 – Sabbatical Leave For Faculty
4. Evaluation form used by the Sabbatical Leave Committee

Sabbatical Leave Committee members use a holistic evaluation scoring process as explained in Human Resources Procedure 2040.01. Included in this handbook for your information are the rubrics for evaluating your completed application. Each rubric is followed by instructions on how to address each corresponding question to which you are to respond in the application.

5. Sabbatical Leave Application form

Previously approved applications are on file in your college library. A listing by discipline of the applications approved in the last five years is available at the library reference desk. If you have questions about fringe benefits while on leave, please contact the District Human Resources Office. Any other questions related to the sabbatical leave process may be directed to the College President's Office.

6. Sabbatical Leave Report form

An employee shall not be considered as having completed the requirements of sabbatical leave until the report has been approved by the Committee and approved by the Chancellor and the Board. An approved sabbatical leave project represents a contractual agreement between the employee and the District. Failure to meet the requirements as approved by the Committee and the Board may result in such Board action as is necessary to protect the interests of the District. (Section 12.5.8 B., United Faculty contract)

HELPFUL HINTS - PREPARING YOUR APPLICATION

The following list of helpful hints is drawn from the results of previous reviews of sabbatical applications.

Before you begin

- Obtain a copy of the Sabbatical Leave Handbook from the president's office at your location, and read it carefully.
- Attend the sabbatical leave workshop.
- Obtain electronic sabbatical leave application and report forms from the college president's office or access the District's web site by clicking the link below.:
<https://www.4cd.edu/hr/sabbatical/index.html>

Writing the Application

- Write all applications as if the committee members are unfamiliar with you, your discipline, and your programs. Avoid esoteric language.
- If the submitted application affects curricular, college, department, or division programs, include appropriate letters of support.
- All previous sabbatical leave applications and reports are available in the library at each of the colleges for your review. Present committee members are prohibited from giving specific application advice.
- Clearly address the concerns reflected in the rubrics.

The Rubrics

- Your sabbatical leave application will be rated using nine rubrics. The nine rubrics used to rate applications are included below with explanations to aid you in writing your application.
- The value of each rubric is weighted using a multiplier. Consult the ranking table to determine the total point value for each rubric.

HOLISTIC EVALUATION SCORING PROCESS

RUBRICS FOR EVALUATING SABBATICAL LEAVE APPLICATIONS

Question	Rating	Multiplier	Total
Q1		x2	
Q2		x2	
Q3		x2	
Q4		x3	
Q5		x1	
Q6		x3	
Q7		x2	
Q8		x2	
Q9		x1	
TOTAL SCORE:			

- | | | | | | |
|----|---|----------|---|----------|----------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. | Plan of work does not significantly benefit students, educational programs or staff/colleagues | | Plan of work will greatly benefit students, educational programs or staff/colleagues | | |
| | <p>This rubric is based on the Value to Education section of the application on Page 2, question 1. It addresses the usefulness of your project to students, program, the college and the community. When your application impacts the curriculum or a department, you should supply letters of support from the areas affected. The committee is interested in faculty and administrative perspectives on the project. Clarity about need, benefit, and support for the sabbatical project help the committee evaluate the rubric.</p> | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 2. | Plan of work suggests little which would enhance applicant's background or improve professional competence | | Plan of work will greatly enhance applicant's background and improve professional competence | | |
| | <p>This rubric is based on the Value to Education section of the application on Page 2, question 2. It addresses how your sabbatical project will improve your professional background and competence. For example, the committee will assess how the sabbatical would help you to teach more effectively, to enhance your student relations, to develop instructional and technological skills, to increase discipline knowledge, to develop instructional materials, or to gain creative or work experience to name a few.</p> | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 3. | Plan of work does not relate significantly to applicant's professional assignment | | Plan of work relates significantly to applicant's professional assignment | | |
| | <p>This rubric is based on the Value to Education section, question 3, on Page 2 of the application. The committee evaluates how closely your sabbatical project is related to your professional assignment, for example, your teaching, your counseling, your department, an aspect of your contractual obligations, or your college.</p> | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 4. | Breadth and depth of the project not appropriate for sabbatical leave rather than the regular teaching year | | Breadth and depth of the project appropriate for sabbatical leave rather than the regular teaching year | | |

This rubric refers to question 4 on the Value to Education section on Page 2 of the application. The committee assesses how your leave application is distinct from your regular contractual responsibilities. Your sabbatical leave project should not only be a course revision or a project that could be accomplished during Flex. Typically, revising course materials, writing exams, keeping up with your field, or finding websites for your classes are normal activities for keeping up-to-date and preparing for a class. New course development has been a difficult project to get approved because, in most cases, curriculum development is part of a faculty member's regular professional responsibilities. Annotated bibliographies, by themselves, are also typically not a sufficient sabbatical project. Your sabbatical application project should be something beyond your normally expected duties.

	1	2	3	4	5
5.	Proposed objectives are inadequately delineated, not measurable and inappropriate to the project			Proposed objectives are significantly delineated, measurable and appropriate to the project	

This rubric refers to the Proposed Objectives and Evidence of Completion section of the application on Page 3. Do your objectives directly relate to the proposed sabbatical project? Are the objectives clear? The committee will rank the application based on their ease of understanding your objectives and how they relate to your proposed sabbatical project.

	1	2	3	4	5
6.	Proposed evidence of completion is not adequately delineated, does not match objectives, and is not appropriate to the project			Proposed evidence of completion is clearly delineated, matches objectives, and is appropriate to the project	

This rubric refers to the Proposed Objectives and Evidence of Completion page 3 of the application. This rubric is double weighted to reflect its importance. Evidence is used both during the application ranking and after the sabbatical award, during the assessment of sabbatical completion.

The committee ranks your application more highly, the more specific and clear your evidence and the more the evidence clearly relates to your proposed project. Evidence for credit course work is often easy, as a transcript can suffice. For creative projects, be specific about your evidence. Please tell the committee how many pages will be written, how many slides or videos will be produced, how many paintings/sculpture done, how many schools visited, or how many students interviewed. Let them know how long a musical composition or performance should be. Be sure to provide evidence for each of your objectives.

The completion of your Sabbatical report will be judged by your evidence. Should you not produce all the evidence outlined, you could be required to pay back money received during your sabbatical. So, once again, be very specific and clear about your evidence. The evidence should represent the depth and breadth of your sabbatical work and should be clearly understandable and unambiguous so that the committee can measure without question, whether you have completed your sabbatical.

Caveats: Please do not promise evidence which is not possible to guarantee, such as that your poetry, book or music will be published.

	1	2	3	4	5
7.	Proposed timeline and activities in plan of work are not spelled out and are not appropriate to the project			Proposed timeline and activities in plan of work are spelled out and are appropriate to the project	

This rubric refers to the information you provide either on Form A, the Institutional Study page, Form B, the Travel page, and/or Form C, the Professional Study and/or Creative Study page of the application. Your sabbatical can be comprised of one, two or all three of these areas. Committee ranking of your application has no relationship to which or how many of these areas are selected. Please read article 12. 5.6 of the U.F. contract to understand exactly what is covered by each of these areas.

For Institutional Study: Institutional study is typically a clear-cut category. State where and when you will take courses and include supporting documentation for your admittance, if possible. List the courses to be taken with alternative classes in case the ones you are proposing are not offered that semester. Remember that any change of course or institution must be approved by the committee in advance. Be aware of the number of quarter or semester hours required for full-time study, and whether they are graduate or undergraduate hours. If you are planning to study at a non-American institution, the committee recommends a N.A.C.E.S. evaluation of the proposed program of study be included in your application to ensure that it meets the hours required for full-time study. Units to be completed at any unaccredited and/or international institutions will not be considered.

For Travel: Detail your itinerary, at least, by the week. Specify clearly what will be done at each site. Include any supporting documentation, if pertinent, about what is already arranged. For instance, if you are visiting 10 colleges and include letters from any contacts where meetings have already been arranged or discussed. These aren't required but add to the specificity and validity of the travel proposed. Whether you are visiting seven culinary schools or nuclear power plants, please list alternatives in case travel plans and/or site availability changes.

For Professional and/or Creative Study: Have a clear time line delineated by, at least, the week. Make sure that the committee understands exactly what you intend to accomplish each week. Your project must be broken into segments. It is often in the area of Professional and/or Creative Study that time lines have not been clear enough to assure the committee that a sabbatical project is, in fact, a full-time project. The committee often judges this from the time line presented.

Caveat: Be careful not to over commit yourself to gain a higher ranking. It is a delicate balance not to over commit or under commit your expected sabbatical work. Too much may leave you stretched thin but with a high ranking application and too little may be easy to complete but give your application a low ranking. Use your best judgment.

	1	2	3	4	5
8.	Scope of activities and intent of Plan of Work not in proportion (too little, too much) to length of leave			Scope of activities and intent of Plan of Work highly proportionate to length of leave	

This rubric refers to the entirety of the sabbatical application. The committee is judging whether your application appears to be a full-time project of either a semester or a year. There is no preference or advantage in applying for a year or semester sabbatical. The committee simply evaluates that the time period has been filled with an appropriate full-time project. The evidence, timeline and the depth and breadth of the project strongly impact this determination, and the committee's judgment is based on what you have written.

	1	2	3	4	5
9.	Low overall impression, i.e., lacking in professionalism, thoroughness, commitment, completeness, effort			High overall impression, i.e., professionalism, thoroughness, commitment, completeness, effort	

This is a summary, holistic rubric, where the committee ranks according to their overall perception of your sabbatical application and its value to your professional development and/or to the college.

WRITING THE FINAL REPORT

After the sabbatical leave application is approved by the Governing Board, the employee signs an agreement with the District to complete the sabbatical project as set forth in the application. The written report must contain the evidence set forth in the original approved application with approved modifications, if any. The Sabbatical Leave Committee validates whether the terms of the agreement have been met based on the evidence given in the written report.

A Note on Bibliographies

If you choose to include a bibliography as part of your sabbatical project, follow Modern Language Association (MLA) or American Psychological Association citation guidelines in writing your entries. For annotations in annotated bibliographies, the citation should be followed by a substantive written description and evaluation of the work listed.

Legal And Financial Implications

The sabbatical leave application is a contractual agreement with the District. All the evidence listed to satisfy each objective must be produced.

Changes are viewed seriously and should only occur due to significant unforeseen circumstances. Any change needs to be equivalent in scope, rigor and quality to what was previously approved in the original application.

Any deviation from published timelines for the submission of the sabbatical leave report must have PRIOR approval of the Sabbatical Leave Committee or financial penalties could result.

The timelines are derived from the need for the Sabbatical Leave Committee to make decisions in a timely manner. Failure to meet deadlines can result in serious financial consequences.

Faculty awarded a full-year sabbatical need to check on STRS service credit and income tax implications as full-year sabbaticals are paid at 70% salary. Banked load usage is an option to bring salary up to 100% and prevent any possible loss of STRS service credit. STRS may also allow the purchase of additional service credit to bring the service credit up to a full year for those not using banked load.

A Final Word

Only applications of appropriate quality are approved. Sabbatical leave funding is limited; therefore, even all approved sabbaticals may not be granted. Sabbatical leave is assured only after Governing Board approval which is the final step in the process.

SECTION II. ARTICLE 12.5 SABBATICAL LEAVE

EXCERPT FROM UNITED FACULTY/CCCCD AGREEMENT

- 12.5.1 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.
- 12.5.2 Computation.
- 12.5.2.1 No absence from the service of the District under a leave of absence, other than a sabbatical leave, shall be deemed a break in the continuity of service, and, the period of such leave shall not be included as service in computing the six (6) consecutive years of service required.
 - 12.5.2.2 Credit for one (1) academic year is earned when the employee has worked seventy-five percent (75%) of the total number of teaching days in that academic year for more than sixty percent (60%) of the hours per week required for a full-time assignment.
 - 12.5.2.3 Service under a fellowship or foundation either full or part-time, approved by the sabbatical leave committee, for a period not to exceed one (1) year in toto, for research, teaching or lecturing shall not be deemed a break in continuity of service. This time shall be used in computing the six (6) consecutive academic years of service eligibility.
 - 12.5.2.4 A single semester of service during an academic year shall not be included as fulfilling eligibility requirements.
 - 12.5.2.5 Periods of service intervening between two (2) separate six (6) month periods shall be counted toward the service required for a subsequent sabbatical leave.
- 12.5.3 Leave Period.
- 12.5.3.1 Sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than one (1) year.
 - 12.5.3.2 Sabbatical leave may be taken in separate six (6) month periods rather than for a continuous one (1) year period, provided the leave for both of the separate six (6) month periods shall begin and end within a three (3) year period. The six (6) month periods shall fall within the semester dates as indicated in the District calendar.
 - 12.5.3.3 The intervening periods of service between split sabbatical leave semesters shall count toward the service required for a subsequent sabbatical leave. In these circumstances, the fall semester of the year of application for a subsequent sabbatical leave shall count toward the service required for that subsequent sabbatical leave.
 - 12.5.3.4 Applications for sabbatical leaves for the following academic year must be filed with the college president by the end of the first full week of classes in the spring term.
- 12.5.4 Number of Leaves.
- 12.5.4.1 Annually, an amount equal to 0.6% of the total expenditure listed in the official budget under Certificated Salaries, Monthly Teaching and Variable Teaching + \$100,000 shall be budgeted for sabbatical leaves for the life of the contract.

12.5.4.1.1 Any such funds allocated but not spent will be added to the allocation for the next following year.

12.5.4.1.2 If the actual cost is more than the amount allocated, such additional cost will be subtracted from the allocation for the next following year.

12.5.4.2 The number of sabbatical leaves granted shall be determined by the following process after the Sabbatical Leave Committee has established the ranking:

12.5.4.2.1 Each campus, with departmental participation as provided in Article 6 of this agreement, shall submit to the Chancellor which potential recipients need to be replaced and whether they should be replaced by full-time or part-time instructors.

12.5.4.2.2 The Chancellor will consult with the United Faculty on the possibility of inter-campus replacement for the potential candidates.

12.5.4.2.3 The Chancellor, in consultation with the United Faculty, shall then determine the number of sabbatical leaves to be granted.

12.5.5 Compensation.

12.5.5.1 A member on a one (1) year sabbatical, or on a one (1) year split-semester sabbatical shall receive seventy percent (70%) of full salary for such periods. Load banking credit may be used to augment the 70% salary. (See Article 7.11.10).

12.5.5.2 A member on one (1) semester sabbatical shall receive one hundred percent (100%) of the salary which the employee would have received had he/she remained in active service.

12.5.5.3 A member on sabbatical leave shall receive such automatic increases in salary as would have been received had he/she remained in active service, and shall be subject to the salary schedule in effect at the time of return.

12.5.5.4 A member on sabbatical leave shall be paid in the same manner as if the employee had remained in active service.

12.5.6 Approved Activities for Sabbatical Leave.

12.5.6.1 Sabbatical Leave for Study. Applicants shall submit a detailed program of academic study, either graduate or undergraduate and pursue a full load or the equivalent thereof as determined by the Sabbatical Leave Committee.

12.5.6.2 Professional Study Projects. Applicants shall submit a detailed statement of the professional study projects to be undertaken. Such studies need not be undertaken under the auspices of a collegiate institution; however, they must constitute an organized program of full-time study, research, or creativity designed to enhance the teacher's performance and, which will benefit the college and the students of the college. Projects may include study and/or original research in a given field, the creation of music, art, dance, literature, film, and theater so long as the project is relevant to the applicant's field of expertise for which s/he is employed by the District.

12.5.6.3 Travel. Applicants must submit a detailed statement of the proposed itinerary. The program or statement submitted under the above activities shall include plans to increase the teacher's knowledge in all or part of the following general areas: subject

areas; teaching techniques, educational psychology; understanding of the cultural, political, and social history of human learning.

12.5.7 Applicants and Reports.

- 12.5.7.1 Applications for sabbatical leave shall be reviewed by the Sabbatical Leave Committee.
- 12.5.7.2 Applicants whose applications have been denied by the Committee shall be informed, in writing, of the reasons for denial. Annually, the Committee shall determine whether such applicants will be allowed two (2) weeks to revise such applications in accordance with Committee guidelines and to resubmit for reconsideration, if desired. Resubmitted applications for leaves approved by the Committee will be ranked and placed below applications approved initially.
- 12.5.7.3 Applications for sabbatical of either one (1) semester or (1) year shall not be carried over from one (1) application period to the next, but must be resubmitted for new consideration.
- 12.5.7.4 The Committee shall make a report to the Board which shall include a statement as to which applicants are recommended and in their order of priority, and, which applicants are not recommended. The criteria for each applicant shall include (a) the program proposed for sabbatical leave; (b) value to be received by students, college, and District; (c) number of years of service in the District and elapsed time since the previous sabbatical leave.

12.5.8 Sabbatical Leave Modifications.

- 12.5.8.1 Faculty whose sabbatical applications have been approved may propose changes to their sabbatical leave plan. The process for requesting changes and specific criteria for evaluating change requests shall be communicated to faculty at the time of their original sabbatical leave approval. All changes to sabbaticals are subject to approval by the Sabbatical Leave Committee. Changes made without prior approval or failure to complete the Sabbatical Leave plan as approved shall result in consequences as stated in 12.5.9.2.
- 12.5.8.2 Sabbatical Leave Committee will respond to modification requests within ten (10) working days of District receiving it. Applicants shall be informed, in writing, of the Committee's decision.

12.5.9 Return from Sabbatical.

- 12.5.9.1 Each employee shall file with the Sabbatical Leave Committee within thirty (30) days after return to duty (October 1 for spring semester or full-year leaves, March 1 for fall leaves), (a) a transcript of work taken and grades earned; or, (b) a summary of his/her travel together with a statement of the educational benefits derived and any other evidence that he/she has met the objectives stated in the initial application.
- 12.5.9.2 An employee shall not be considered as having completed the requirements of sabbatical leave until the report has been approved by the committee and approved by the Chancellor and the Board. Failure to meet the requirements as approved by the Board may result in such Board action as is necessary to protect the interests of the District, including monetary sanctions.
- 12.5.9.3 The employee shall, unless he/she otherwise agrees, be reinstated in the position held at the time of granting of the sabbatical.

12.5.9.4 Employees granted a sabbatical leave are required to enter into a written agreement with the Board guaranteeing full-time service to the District for the equivalent of twice the period of the leave.

12.5.9.5 Both the Board and District shall be free from any liability for the payment of any compensation of damages provided by law for the death or injury of any employee of the District when the death or injury occurs while the employee is on any sabbatical leave.

12.5.9.6 District will forgive sabbatical leave service obligation if the faculty member dies while serving his/her sabbatical leave or prior to repaying service obligation to the District.

12.5.10 Sabbatical Leave Committee. Shall consist of the following:

12.5.10.1 A non-voting representative of the District administration shall act as the presiding officer.

12.5.10.2 Presidents of the colleges.

12.5.10.3 Deans of instruction or equivalents at the colleges.

12.5.10.4 A total of eight (8) faculty members, to serve two (2) year terms, selected/elected from faculty at each of the colleges proportional to the number of faculty at each college.

12.5.11 Grievability.

12.5.11.1 No grievance may be filed in regard to any decision of the Sabbatical Leave Committee other than for alleged procedural violation.

12.5.11.2 Where a procedural violation is alleged, the individual shall, within fifteen (15) work days of the time the individual knew or should have known of such violation, file a request for hearing with the United Faculty.

12.5.11.3 The United Faculty shall investigate the alleged violation, and within fifteen (15) work days of receipt, shall determine no violation occurred, or, shall file with the chairperson of the Sabbatical Leave Committee a request for hearing by the committee.

12.5.11.4 The Sabbatical Leave Committee shall consider the alleged violation and shall make the final and binding determination of the grievance and of the remedy to be applied, if applicable.

12.5.12 STRS Credit For Full Year Sabbaticals. Full-time service credit for sabbatical leave, after July 1, 1956, is available to employees on a full-year sabbatical leave. The teacher will make the same contribution to the State Teachers' Retirement System that would have been paid had he/she been a full-time teacher during that period and the District will make the contribution for the District and state costs.

12.5.12.1 To receive full-time service credit for the period of sabbatical leave as provided under Education Code Section 87767, payment shall be made as follows:

12.5.12.1.1 The teacher shall pay to the system additional contributions based on the compensation which is the difference between compensation earned and the compensation earnable during the period of sabbatical leave in the amount of the member's regular contribution rate as applied to such compensation; and,

12.5.12.1.2 The District shall pay to the system the correct amount of such compensation as employer and state cost of granting service credit.

12.5.12.2 Regular interest due on all contributions required under this procedure from the end of the school year during which sabbatical leave was taken until date of payment of such contributions shall be paid by the employee. If the teacher pays the required contribution under this procedure by June 30 of the year in which the leave was taken, there is no interest charge.

12.5.12.3 The State Teachers' Retirement System will inform County Schools Office and the District Payroll Department of the amount to be paid and the manner in which it is to be paid. Members will complete a deduction form provided by the Payroll Department authorizing payment of the extra contribution.

SECTION III. 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.

SECTION IV. HOLISTIC EVALUATION SCORING PROCESS

RUBRICS FOR EVALUATING SABBATICAL LEAVE APPLICATIONS

Name of Applicant

Date

Question	Rating	Multiplier	Total
Q1		x2	
Q2		x2	
Q3		x2	
Q4		x3	
Q5		x1	
Q6		x3	
Q7		x2	
Q8		x2	
Q9		x1	
TOTAL SCORE:			

	1	2	3	4	5
1.	Plan of work does not significantly benefit students, educational programs or staff/colleagues.			Plan of work will greatly benefit students, educational programs or staff/colleagues.	
	1	2	3	4	5
2.	Plan of work suggests little which would enhance applicant's background or improve professional competence.			Plan of work will greatly enhance applicant's background and improve professional competence	
	1	2	3	4	5
3.	Plan of work does not relate significantly to applicant's professional assignment			Plan of work relates significantly to applicant's professional assignment	
	1	2	3	4	5
4.	Breadth and depth of the project not appropriate for sabbatical leave rather than the regular teaching year			Breadth and depth of the project appropriate for sabbatical leave rather than the regular teaching year	
	1	2	3	4	5
5.	Proposed objectives are inadequately delineated, not measurable and inappropriate to the project			Proposed objectives are significantly delineated, measurable and appropriate to the project	
	1	2	3	4	5
6.	Proposed evidence of completion is not adequately delineated, does not match objectives, and is not appropriate to the project			Proposed evidence of completion is clearly delineated, matches objectives, and is appropriate to the project	
	1	2	3	4	5

- | | | |
|----|---|---|
| 7. | Proposed timeline and activities in plan of work are not spelled out and are not appropriate to the project | Proposed timeline and activities in plan of work are spelled out and are appropriate to the project |
| | 1 2 3 4 5 | |
| 8. | Scope of activities and intent of Plan of Work not in proportion (too little, too much) to length of leave | Scope of activities and intent of Plan of Work highly proportionate to length of leave |
| | 1 2 3 4 5 | |
| 9. | Low overall impression, i.e., lacking in professionalism, thoroughness, commitment, completeness, effort | High overall impression, i.e., professionalism, thoroughness, commitment, completeness, effort |

SHOULD THIS APPLICATION BE CONSIDERED FOR RANKING?

Yes ☐ No ☐

Committee Member Signature

Committee Member Print Name

SECTION V. SABBATICAL LEAVE APPLICATION

Name

Date

College

Sabbatical leave period requested

Teaching field(s)

Years of service in CCCCCD

Have you had previous Sabbaticals? If "yes" give time period(s) and activity (activities).

Indicate type of Sabbatical program (see United Faculty Agreement, Section 12.5.6) If program can be categorized by more than one type, check where applicable.

- ☐ Institutional study (complete Form A)
- ☐ Travel (complete Form B)
- ☐ Professional Study and/or Creative Study (complete Form C)

GENERAL SUMMARY OF SABBATICAL PROGRAM

(GIVE A 100-WORD MAXIMUM STATEMENT)

Name

VALUE TO EDUCATIONAL PROGRAM

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 1, 2, 3 and 4)

Describe how the proposed sabbatical will benefit the educational program. In particular:

1. *How will it benefit students, programs, or staff/colleagues?*

2. *How will it enhance and/or improve your background and professional competence?*

3. *How will it relate to your ongoing professional assignment?*

4. *How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year?*

Name**PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION**

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 5 and 6). Note that Rubric 6 regarding the "Proposed Evidence of Completion" is weighted twice that of all other rubrics.

Identify specific objectives and describe in detail the evidence that will accompany your report, which indicates that you have met each objective. The product of your approved sabbatical leave program will be subject to review by the Sabbatical Leave Committee at the time of making your final report. Examples follow:

Institutional study

Objective: 9 units of graduate level history courses as indicated on Form A will be taken at ... University.

Evidence: (Here you would describe the transcripts, class notes, exams, class projects, etc., you would submit as evidence of completing these units.)

Travel

Objective: Travel to archeological zones in Central America.

Evidence: (Here you would describe exactly what you plan to submit to document your sabbatical leave travel. You should specify the kinds of things you will present, like journals, artifacts, and slides, and you should give the committee an idea of the extent of the evidence by specifying the minimum number of slides, pages in a journal, number of museums, etc. If you so state, you must provide tangible evidence in your final sabbatical leave report that you have, in fact, written the minimum number of pages you proposed, visited the minimum number of archaeological zones you proposed, etc.)

Professional study and/or creative study

Objective: Compose a musical score or write a textbook.

Evidence: (Here you would clearly indicate the scope of the project, including the minimum number of pages you plan to write, approximate length, an outline of the contents, description of the complexity, etc.)

The Committee will rely on the information you provide in the evidence section to determine if you have met the contractual obligation of the leave.

Name

INSTITUTIONAL STUDY

Form A

Name of Institution

Place of Institution

Period of Attendance

UNDERGRADUATE LEVEL

- ☐ Semester units to be attempted*
- ☐ Quarter Units to be attempted
- *(Minimum 12 semester units)*
- *(Minimum 18 quarter units)*

**Neither continuing education units (CEUs) nor courses taken from unaccredited institutions will be considered as Institutional Study. Please see Professional Study Form C.*

GRADUATE LEVEL

- ☐ Semester units to be attempted*
- ☐ Quarter units to be attempted
- *(Minimum 9 semester units)*
- *(Minimum 13.5 quarter units)*

**Neither continuing education units (CEUs) nor courses taken from unaccredited institutions will be considered as Institutional Study. Please see Professional Study Form C.*

Accepted for Admission:

☐ Yes ☐ No ☐ Other

If "Yes," attach evidence of admission.

If "Other," explain:

List courses and unit value from the institution's catalogue. In case your choice of courses is not available, please indicate substitutions. (The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the scope of your studies is clearly defined.)

* A full load is considered to be 12 semester units of undergraduate work or 18 undergraduate quarter units, or 9 semester units of graduate work or 13.5 quarter units at an accredited college/university.

Name _____

TRAVEL Form B

Plan: Itinerary *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the purpose, duration, and schedule of your travel are clearly delineated.)*

TRAVEL Form B

Plan: Itinerary *(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the purpose, duration, and schedule of your travel are clearly delineated.)*

[illegible]

Name

PROFESSIONAL STUDY AND/OR CREATIVE STUDY
Form C

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Units completed at any unaccredited and/or international institutions will not be considered. Be sure the kind and scope of your study methods, resources, and activities are clearly delineated. Include an estimate of the time that will be spent engaged in various activities.)

SECTION VI. SABBATICAL LEAVE REPORT

Name

Date

College

Sabbatical leave period requested

*Teaching field(s)***GENERAL SUMMARY OF COMPLETED SABBATICAL PROGRAM***(GIVE A 100-WORD MAXIMUM STATEMENT)*

Name _____

VALUE TO EDUCATIONAL PROGRAM

Briefly reflect and highlight the value of your sabbatical leave to the educational program. In particular:

1. How will it benefit students, programs, or staff/colleagues?
2. How will it enhance and/or improve your professional competence?
3. How will it relate to your ongoing professional assignment?
4. How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year?

Include what you experienced and discovered during the process of completing your sabbatical.

 Name

PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION

Identify specific objectives proposed in your application and describe in detail the evidence that accompanies your report, which indicates that you have met each objective. If there are deviations, please explain. Examples follow:

Institutional study

Objective: 9 units graduate level history courses as indicated on Form A-1 will be taken at University.

Evidence: (Your statements of evidence should align with and be closely tied to the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

Travel

Objective: Travel to archeological zones in Central America.

Evidence: (Here you describe exactly what you are submitting to document your sabbatical leave travel. Your statements of evidence should parallel the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

Professional study and/or creative study

Objective: Compose a musical score or write a textbook.

Evidence: (The products of your study should be described and quantified to the extent possible. They should parallel the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

Summary of Evidence

Objective as stated in proposal	Evidence as stated in proposal	Evidence provided in this report (Give page number, item in portfolio, video, etc.)
1.		
2.		
3.		
4.		
5.		
6.		

Name

INSTITUTIONAL STUDY Form A-1

<i>Name of Institution</i>	<i>Place of Institution</i>
<i>Period of Attendance</i>	<i>Units completed semester/quarter</i>

One copy of your official transcript must be filed with this report

Name _____

TRAVEL
Form B-1

Give Itinerary:

[illegible]

*Name***PROFESSIONAL STUDY AND/OR CREATIVE STUDY****Form C-1**

Summarize the study methods, resources, activities and results. Quantify your summary wherever possible, listing pages written, scores composed, etc., as appropriate.