

FACULTY
SABBATICAL LEAVE
WORKSHOP

These workshops are designed to provide additional information and to answer your questions concerning these procedures.

If you have questions or concerns regarding the process, you can contact us at:

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OVERVIEW OF SABBATICAL LEAVE

- 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.

CCCCD WEBSITE INFORMATION: FORMS AND EXAMPLES

This link will take you to all of the required forms and several example applications for your reference:

<https://www.4cd.edu/hr/sabbatical/index.html>

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.

TYPES OF SABBATICALS

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.

**the courses must be from an accredited institution*

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.**

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.

THINGS TO CONSIDER:

- You **must** complete what is stated in your application, otherwise you **must** submit a modification.
- Letters of support for any activities that effect your department (like departmental development projects)
- The production of media **must** have stated lengths included in application (for example, a 200 page book)
- If you are taking classes, you **must** be officially enrolled. You must have an alternate class option in case the class you want to take does not run.
- Proofreading is key. Have another faculty member proofread your application.

SUBMISSION DEADLINE

- The deadline for sabbatical submissions is: **February 12, 2024**
- No late submissions are accepted.
- The submissions should be emailed to
 - CCC: Jackie Oré jore@contracosta.edu
 - DVC: Marta Gillen mgillen@dvc.edu
 - LMC: Jennifer Adams JAdams@losmedanos.edu
- No rewrites are allowed for unapproved sabbatical applications.
- You cannot resubmit the same sabbatical application if it was denied in a prior semester.

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.
- 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, — = 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.)

IMPORTANT CRITERIA

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

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.

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.

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.

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.

LEGAL AND FINANCIAL IMPLICATIONS (Cont.)

- 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.

Thank you for attending! Please feel free to contact us with any questions!

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