

The San Diego
Community College District
3375 Camino del Rio South, San Diego CA 92108-3883

SABBATICAL LEAVE PROCEDURES

I. GENERAL PROVISIONS

AFT and the District agree to follow the procedures as established by the following article with regard to the selection and monitoring of sabbatical leaves. However, if any conflict arises between these procedures and the district AFT Agreement, the Agreement shall take precedence.

II. PURPOSE

Sabbatical leaves are encouraged and may be granted to full-time tenured faculty members for the purpose of carrying out an approved program, which will benefit students, instructors, and the District. Such leaves are a means of enhancing the professional development of faculty members through a variety of activities and/or experiences, which have significant relevance to the specific assignment, and/or to the retraining of the faculty member.

III. PROVISIONS FOR ELIGIBILITY

Tenured faculty shall be eligible for a sabbatical leave after six (6) consecutive years of satisfactory service to the District (as determined by Article XV - Evaluation). Faculty who have completed a sabbatical leave are ineligible for a sabbatical leave until completion of each additional six (6) consecutive years of satisfactory service. However, time spent on sabbatical leave may not be included in any such six-year (6) period. (See Article 18.2.1)

IV. NUMBER OF LEAVES

The minimum number of sabbatical leaves will be equal to 3.5% of the total tenure/tenure track faculty. If one or more of the colleges does not have a sufficient number of allocated sabbatical leave applications, the District Professional Development Council will reallocate unused sabbatical leaves to another college(s). Additional sabbatical leaves may be approved at the discretion of the Council based upon the availability of additional resources. Such additional leaves would be subject to the application process as delineated in Article 18.2.2.

V. TYPES OF LEAVES

Sabbatical leaves may be taken for a variety of purposes. The following are examples of types of leaves, which may be considered, and are not in any order of priority.

1. Academic Coursework

Applicants for study leaves are expected to carry a full program of academic work as determined by the institution where the program of study is to take place.

Prior to submitting the request for leave, the faculty member should have determined personal eligibility for admission to the institution and completed as much preplanning as possible regarding the program. Ineligibility for admission to the named institution will result in the cancellation of the sabbatical leave.

The application should include the name of the institution that will be attended, the number of units that will be carried, courses that may be taken, (including course number, title and description, if available at the time of application), and the degree that will be received, if any. If specific courses are not known at the time of applying for sabbatical leave, a list of courses to be taken must be sent to the **college committee*** prior to enrollment. Applicants are expected to earn a passing grade. The applicant is expected to earn credit for each course taken as part of the approved leave program.

2. Retraining

Retraining is defined as the upgrading or the acquisition of knowledge and skills to assist the faculty member to move into a new area of instruction, or for the acquisition of new knowledge and skills in order to bring the particular instructional program up to date with current practices in industry or current knowledge of the discipline.

3. Teaching, Learning, and Appropriate Instructional and Student Services. Some examples are as follows:

- a. Develop new or revise existing courses, programs, certificates or degrees.
- b. Develop technologically mediated instruction for courses/programs.
- c. Infuse global concepts in courses/programs.
- d. Evaluate the effectiveness of teaching and learning strategies, instructional delivery systems and/or performance assessment techniques.
- e. Develop and/or implement student success initiatives.
- f. Develop programs that improve student success and achievement of learning outcomes.

4. Research

Applicants for independent research leaves are expected to accomplish an amount of work equal to a full-time study program.

- a. Applications for research leaves should include a description of the research project that will be undertaken, how the research will be conducted and how the information will be used. The specific itinerary, if any, schedule of activities and other pertinent information should also be included.
- b. A person wishing to follow a research program should discuss his/her intentions with the college president and should clarify the following before submitting the request:
 - 1) What research may have already been conducted in this area?
 - 2) What information may be available in the literature to support the need for the proposed research project?
 - 3) How will the college/District and/or students benefit from the research project?

VI. APPLICATION TIMETABLE

- 1. Application for a sabbatical leave for a single semester (fall or spring) or a full academic year shall be submitted in writing, upon the form prescribed and provided by the District, and filed with the school dean or appropriate manager no later than February 15 of the academic year preceding the year during which the leave is being requested. (See Article 18.2.2)
- 2. It is recommended that the sabbatical leave applicant consult with the appropriate department chair/supervisor, and/or school dean/manager prior to February 15 to address any issues, provide additional information or clarification regarding the proposed plan. The applicant may also consult with any member of the **college committee***.
- 3. The appropriate School Dean/manager shall have ten working days to review the Application for Sabbatical Leave, make a recommendation and submit the application to the **college committee***. If any of the dates in the Application

Timetable fall on a weekend or a District holiday, the deadline will be the next working day.

4. The **college committee*** shall forward the committee's recommendation to the College Vice President by March 25.
5. The College Vice President shall review, sign, and forward the application form with a recommendation to the College President by April 5.
6. The College President shall notify applicants regarding the status of their sabbatical leave requests by April 20.

Application Timetable	Activity
August	Fall FLEX Workshop on Sabbatical Process
January	Spring FLEX Workshop on Sabbatical Process
Prior to February 15	Application reviewed and recommendations made by appropriate Department Chair/Supervisor
February 15	Submission Deadline Application due to School Dean/Manager
February 25	Application Due to College Committee*
March 15	Selection of Applicants by College Committee*
March 20	District Professional Development Council meets to reallocate unused leaves, if available.
March 25	College Committee sends recommendations to College Vice President.
March 25 - April 5	College Vice President reviews, signs and sends to President with recommendations.
April 20	Applicants notified about sabbatical by the President.
Reporting Timetable (All dates are in the year immediately following the sabbatical leave)	
Final Leave Report for Fall Semester	March 1
Final Leave Report for one-year and Spring Semester	October 1

- *City College: Professional Growth Committee.
- *Mesa College: Professional Growth and Sabbatical Leave Committee.
- *Miramar College: Professional Development Committee.

VII. APPLICATION PROCESS

1. Applications for sabbatical leave will be reviewed only once a year. Applications should be reviewed by the appropriate department chair/supervisor prior to submission to the school dean/manager on or before February 15.
 - a. If a program/credential/degree is to be undertaken, then a full description of the accredited program/credential/degree shall be included.
 - b. If a research project is to be undertaken, then a preliminary meeting and approval of the College President is required. An outline of the research project and a projected log of hours to be spent on the project are required. The benefits to the college, school, department, students and to the faculty member shall be described fully.
 - c. If the Department Chair/School Dean has questions about the application, and it can be adjusted so that the questions are addressed, then the Application for Sabbatical Leave should be resubmitted to the Dean for recommendation and signature no later than February 15. The School Dean has ten working days to review and make a recommendation on the Application for Sabbatical Leave.
 - d. If the School Dean still does not recommend approval of the application, then the Application for Sabbatical Leave shall be sent on to the **college committee*** with appropriate comments by February 25.
 - e. It is recommended that the applicant check to ensure that the School Dean has forwarded his/her Application for Sabbatical Leave to the **college committee*** by the established deadline.
2. The completed forms (with approvals and/or comments) will be submitted to the **college committee*** by the School Dean no later than February 25.
 - a. The **college committee*** shall review all the applications and recommendations for acceptability.
 - b. If the **college committee*** feels that an application could become acceptable with some additional information, the committee may request such information from the originator. However, this shall not constitute a major revision of the application.
 - c. All acceptable Applications for Sabbatical Leave shall be ranked, even if the number exceeds the college allotment.
3. The **college committee*** shall inform the District Professional Development Council of the number of acceptable Applications for Sabbatical Leave by March 20. The District Professional Development Council shall: (See Article 18.1.1)
 - a. Compare the number of acceptable Applications for Sabbatical Leave requested by the **college committees***.
 - b. Reallocate the number of unused leaves to another college(s), as appropriate.
 - c. Allocate additional sabbaticals based upon availability of additional resources.
 - d. Notify **college committees*** of any redistribution of unused leaves or additional allocation of leaves.

4. The **college committee*** shall forward the committee's recommendation signed by the Chair to the College Vice President by March 25.
5. The College Vice President shall review, sign, and forward the application form to the College President by April 5.
6. The College President shall notify applicants regarding the status of their sabbatical leave requests by April 20.

VIII. LEAVE APPROVAL, WITHDRAWALS, AND CHANGES

1. Should the recipient of an approved sabbatical leave decide not to exercise the privilege as agreed, the leave shall be offered to the next alternate on the rank order list.
2. The alternate will have five (5) working days to accept the sabbatical leave. If not accepted, it will be offered to the next alternate.
3. A recipient may withdraw from an approved sabbatical leave prior to beginning that leave. A second consecutive withdrawal will result in ineligibility to apply for the subsequent academic year, except for accident or illness as provided in Section 18.2.6. of the contract.
4. Should the recipient of an approved sabbatical leave make changes in the Application for Sabbatical Leave after it has been approved, the altered application must be resubmitted in writing to the **college committee***, which will review and recommend action to the President.
5. The **college committee*** will send their recommendations to the College Vice President by March 25. The Vice President will forward to the College President with recommendations.

IX. SABBATICAL LEAVE OPTIONS

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the San Diego Community College District, a sabbatical leave can be requested for the following periods (See Article 18.2.1.2):

10-Month Employees	Percentage of 10-Month Base Salary	11/12 Month Employees	Percentage of 11/12 Month Base Salary
Full academic year	50%	Full fiscal year	50%
First semester only	100%	First six months	100%
Second semester only	100%	Second six months	100%
Two non-sequential semesters within a 36-month period	50% each semester on sabbatical	Two non-sequential fiscal quarters within a 36-month period not to exceed six months of leave within a 36-month period.	100%
		Two months in summer for three consecutive summers	100%

X. COMPENSATION AND BOND (See Article 18.2.5)

1. Compensation for a faculty member on sabbatical leave shall be equivalent to one-half of the faculty member's annual base salary. The faculty member shall receive the benefit of any service increment and/or salary reclassification entitlement as if the faculty member had remained in active service.

2. Every faculty member, as a condition to being granted a leave, shall agree in writing to render a period of service in the employ of the District following his/her return from the leave of absence, which is equal to twice the period of the leave.
3. The faculty member may elect to receive compensation under either of the following options:
 - a. Option 1 - If the leave is for a period of one year, the faculty member may receive compensation in two equal installments at the end of the first and second year of service rendered in the District following return from leave; if the leave is for a period less than one year, the faculty member may receive the total compensation at the end of the first year of service rendered in the District following return from leave.
 - b. Option 2 - Regardless of the length of leave, the faculty member may receive compensation in the same manner as if he/she had remained in active service.
4. The faculty member who elects Option 2 must post a bond in an amount equal to the faculty member's contract salary while on sabbatical leave indemnifying the District against loss in the event the faculty member fails to render the agreed-upon period of service in the employ of the District upon return of the faculty member from the leave of absence, or if he/she fails to meet the provisions of Section XI. (See Article 18.2.7)

A faculty member who has completed a sabbatical leave and who either leaves the District before fulfilling the services obligation or fails to meet the provisions of Section XI below shall reimburse the District in the amount due for the portion of the unfulfilled obligation no later than the last day of employment with the District.

5. In order to ensure receipt of monthly warrants, Human Resources must be notified in writing by the faculty member of the current mailing address to which the warrants are to be forwarded.
6. Time on sabbatical leave shall be counted as regular service for purposes of salary advancement, promotion, or reclassification, while for retirement purposes it shall be counted as half time if a full year sabbatical leave, or full-time if a half-year leave. (A faculty member on a full-year sabbatical leave may elect to pay the difference between half-year and full-year status for retirement purposes, in which case the leave will count as full time for retirement purposes.)

7. During the term of the sabbatical leave, the successful applicant will be expected to devote full-time to the leave activity and will not be eligible for overload assignments, chair duties, release time duties, Academic Senate office, or other campus/district responsibilities. Outside employment during the period of the sabbatical leave must be approved by the Chancellor. Substitute assignments with duration of one week or less may be approved on an emergency basis by the college president.
8. Funds for additional sabbatical leaves may be approved by the Board for allocation by the Council.
9. Through the sabbatical leave process, faculty members may also apply for tuition reimbursement for college-level coursework completed at an accredited institution. Subject to available funding, a maximum of \$2,000 may be reimbursed in any academic year.

If specific courses are known at the time of application, an Application for Sabbatical Leave Tuition Reimbursement should be submitted through the sabbatical leave process along with the Application for Sabbatical Leave. If courses are not known at the time of applying for sabbatical leave, the list of course(s) should be submitted to the **college committee*** prior to enrollment along with a copy of the approved Application for Sabbatical Leave.

An Application for Sabbatical Leave Tuition Reimbursement must be submitted to, and approved by the **college committee*** prior to enrollment. Tuition reimbursement shall be processed upon submission of evidence of successful completion of courses taken. Official transcripts of credit and original receipts must be sent to the District Staff Development Office, Room 385, upon completion of coursework.

XI. Return to Service Agreement (See Article 18.2.7)

1. At the expiration of the sabbatical leave, and in the absence of other mutual agreement between the faculty member and the District, the faculty member shall be reinstated in a position equivalent in duties and salary to that held by him/her at the time of the granting of the leave of absence.

In most instances, it will be possible to determine in advance that the best interests of the District will be served by placing the sabbatical leave recipient in the same assignment held prior to the granting of the leave. Human Resources shall notify the faculty member replacing the faculty member on sabbatical leave, in writing, that the assignment shall be only for the duration of the sabbatical leave.

2. Not later than six (6) weeks after return to duty, each faculty member returning from sabbatical leave shall file with the president, for review by the **college committee***, evidence that the specific objectives stated in the application have been completed and the deliverables/products have been submitted.

The faculty member shall not be considered as having completed the requirements of the sabbatical leave until this evidence has been verified by the **college committee*** as having met the objectives of the leave and all deliverables/products have been submitted.

- a. Evidence of fulfillment of a retraining leave shall meet the criteria outlined in the original application for the leave.
- b. Evidence of fulfillment of a formal study leave is an official transcript showing all courses completed and degrees granted; additional credentials obtained should be registered; and plans for the application of learning in ways beneficial to the college and students.
- c. Evidence of fulfillment of an independent research leave is an original typewritten report in thesis form and the plans for application of research findings in ways beneficial to the college/center and students.

XII. APPLICATION FORMS

An Application for Sabbatical Leave shall be submitted within the established timelines on the approved forms available from the College's Academic Senate Office, individual school deans/appropriate managers, or online. These forms include the following:

1. Cover Sheet
2. Plan
 - a. A detailed course of action containing the following items:
 - b. Need for the Sabbatical
 - c. Description of the Overall Plan
 - d. Objectives
 - e. Evidence of Completion
 - f. Relationship to Current Assignment and Improvement of Student Learning
 - g. Tentative Schedule
 - h. Funding
3. Abstract
4. Recommendations and Signatures
5. Application for Sabbatical Leave Tuition Reimbursement (if appropriate)

Application Form for Sabbatical Leave

Cover Sheet:

<i>Date</i>	<i>Name</i>	<i>S. S. #</i>	<i>College/Center Assignment</i>
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Please answer the following questions:

1. Have you ever taken a sabbatical leave? • Yes • No If so, when? _____
2. Have you ever taken any other kind of long-term leave? • Yes • No If so, when? _____
3. Have you been employed in this district for six (6) consecutive years? • Yes • No

THE DUE DATE FOR ALL SABBATICAL LEAVES IS FEBRUARY 15 (See Part V of Leave Procedures)

Sabbatical Leave Options and Amount of Compensation Requested

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the San Diego Community College District, a sabbatical leave is requested for the following period of the 20__-20__ school year;

10-Month Employees

- Full academic year (50%)
- Fall semester only (100%)
- Spring semester only (100%)
- Two non-sequential semesters within a 36-month period (50%)
(_____ semester, 20__-20__
(_____ semester, 20__-20__
and _____ semester, 20__-20__)

11/12-Month Employees

- Full fiscal year (50%)
- First six months of the Fiscal Year (100%)
- Second six months of the Fiscal Year (100%)
- Quarter (indicate 1st, 2nd, 3rd, or 4th)
Two nonconsecutive quarters (100%)
- Two months in summer for three consecutive summers (100%)

Purpose of Leave

- Academic Coursework
- Retraining
- Research
- Teaching, Learning and Appropriate Instructional and Student Services Activity

Method of Compensation

The employee requests that sabbatical leave compensation be paid under the plan checked below:

- A. Option 1. If the leave is for a period of one year, the faculty member may receive compensation in two equal installments at the end of the first and second year of service rendered in the District following return from leave. If the leave is for a period less than one year, the faculty member may receive the total compensation at the end of the first year of service rendered in the District following return from leave.
- B. Option 2. Regardless of the length of leave, the faculty member may receive compensation in the same manner as if he/she had remained in active service.

Signature of Applicant

My Sabbatical Abstract and Plan are attached.

Signature of Applicant

Date

See reverse side for plan and abstract format. Refer to SDCCD Sabbatical Leave Procedure for specific information. This document is available online. A sample is included.

Plan:

Provide a full description of the proposed sabbatical leave including the following information in your sabbatical plan. As you prepare this plan, it is strongly recommended that you consult with the department chair/supervisor and /or school dean/manager prior to February 15 to address any issues or to provide additional information or clarification regarding the proposed plan. You may also consult with any member of your college's professional growth/development committee.

1. **Need for Sabbatical** – how does your plan meet the need for professional growth and development as well as benefits to the students, colleagues and college?
2. **Description of Overall Plan** – a detailed course of action that is consistent with the statement of purpose and nature of the leave.
3. **Objectives** – What do you plan to accomplish and how will you measure it?
4. **Evidence of Completion** – reports, video, transcripts.
5. **Relevancy to Current/New Assignment and Improvement of Student Learning**
6. **Timeline** – What is the timeline for accomplishing your objectives?

Abstract:

Provide an abstract summarizing the description of your proposed leave plan in a paragraph of about 100 words. This part of your application will become part of the Board Docket. Please include the following information as part of the abstract:

1. **Need for the Professional Growth** – describe the purpose of the leave.
2. **Sabbatical Activities** – describe what you plan to do.
3. **Anticipated Outcomes** – describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcome; student outcomes.
4. **Means of Measurement** – describe what evidence you will submit to demonstrate achievement of your outcomes.
5. **Benefit to District**

The San Diego Community College District
 3375 Camino Del Rio South
 San Diego, CA 92108-3883

Application Form for Sabbatical Leave Tuition Reimbursement Approval Form

SUBMIT PRIOR TO/OR WITH APPROVED SABBATICAL APPLICATION FORM

If not submitted with sabbatical leave application, please attach an approved copy of your sabbatical proposal.

Name of Applicant _____ SSN # _____ Date _____

College/Area of Assignment _____ Office/Work Location Rm# _____ Ext. _____

Home Address _____
 Number _____ City _____ Zip _____

I request approval for reimbursement of tuition, which will be paid for, upon my successful completion of the following course(s) at:

_____ Name of Accredited Institution _____ Location of Campus Where Classes Meet _____

Subject	No.	Title	Units	Start Date	End Date	Amount of Tuition

Total _____

Total Reimbursement _____

This is to certify that I have not or will not receive funds from the SDCCD in excess of 100% of the cost of this activity.

Applicant's Signature _____ Date _____

Committee Chair Signature _____ Date _____

Approved Disapproved _____ Reason

Dean/Vice President Signature _____ Date _____

Approved Disapproved _____ Reason

FOR OFFICE USE ONLY

FISCAL YEAR _____	ENCUMBRANCE _____	ACTIVITY _____
Date _____	LOC. _____	AMOUNT \$ _____
Action _____	FUND/PROG _____	DATE _____
Disapproved _____	OBJECT _____	
Approved _____	INITIAL _____	

Upon completion of coursework, return this signed form with transcripts of credit and original receipts to: District Staff Development, Room 385 District Offices, Phone 619-388-6591.

District Staff Development Office will submit a voucher to District Accounts Payable to mail check to applicant.