

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 Professional Development 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. **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**

- a. 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) 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. Applications for sabbatical leave will be reviewed only once a year. If any of the dates in the Application Timetable fall on a District holiday, the deadline will be the next working day. The Application for 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 the third Friday in February of the academic year preceding the year during which the leave is being requested.
- 2. It is recommended that the sabbatical leave applicant consult with the appropriate Department Chair/Supervisor, and/or School Dean/Manager prior to the third Friday in February to address any issues, provide additional information or clarification regarding the proposed plan. The appropriate School Dean/Manager shall have ten (10) working days to review the Application for Sabbatical Leave.
- 3. The appropriate School Dean/Manager shall make a recommendation and submit the application to the College Professional Development Committee by the second Monday in March. The applicant may also consult with any member of the College Professional Development Committee.
- 4. The College Professional Development Committee shall forward the committee's recommendation to the College Vice President by the fourth Monday in March.

5. The College Vice President shall review, sign, and forward the application form to the College President by the first Monday in April.
6. The College President shall notify applicants regarding the status of their sabbatical leave requests by the third Monday in April.

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

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 the third Friday in February.
 - 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 the third Friday in February. 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 Professional Development Committee with appropriate comments by the second Monday in March.
 - 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 Professional Development Committee by the established deadline.
2. The completed forms (with approvals and/or comments) will be submitted to the College Professional Development Committee by the School Dean no later than the second Monday in March.
 - a. The College Professional Development Committee shall review all the applications and recommendations for acceptability.
 - b. If the College Professional Development 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 Professional Development Committee shall inform the District Professional Development Council of the number of acceptable Applications for Sabbatical Leave by the third Wednesday in March. 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 Professional Development Committee.
 - 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 Professional Development Committee, college presidents, vice presidents, chairs, Human Resources and District Instructional Services of any redistribution of unused leaves or additional allocation of leaves.
2. The College Professional Development Committee shall forward the committee's recommendation signed by the Chair to the College Vice President by the fourth Monday in March.
 3. The College Vice President shall review, sign, and forward the application form to the College President by the first Monday in April.
 4. The College President shall notify applicants regarding the status of their sabbatical leave requests by the third Monday in April.

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, a revisions form must be filled out and submitted to the College Professional Development Committee, which will review and recommend action to the President.
5. The College Professional Development Committee will send their recommendations to the College Vice President by the fourth Monday in March. 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 Professional Development 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 Professional Development 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 Professional Development 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 Professional Development 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
 - i. Abstract
3. Recommendations and Signatures
4. Tuition Reimbursement Approval Form (if appropriate)
5. Revision to Sabbatical Leave Application (if necessary)