



All About Sabbaticals! Information and Q&A Session Spring 2024

Lisa M. Will, Ph.D.

Chair, Professional Advancement Committee

<https://www.sdcity.edu/faculty-staff/committees/prof-advancement.aspx>

Sabbatical Application

- Eligible for sabbatical starting in the sixth year
- Contract Faculty
 - Full year for half pay
 - One semester for full pay
- Adjunct Faculty
 - One semester equal to average FTEF from previous two semesters worked.

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

APPLICATION FOR SABBATICAL LEAVE

Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please DO NOT use Preview.)

Date Name ID# College/Center Assignment

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

Consult Your Campus Professional Advancement Committee for Specific Deadlines (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%)

11/12 Month Employees

- Full Fiscal Year (50%)
- 1st 6 months of the Fiscal Year (100%)
- 2nd 6 months of the Fiscal Year (100%)
- Quarter (Indicate 1st, 2nd, 3rd, or 4th) _____
- Two non-consecutive quarters (100%)
- Two months in summer for 3 consecutive summers (100%)

Adjunct Employees

- Fall Semester Only
- Spring Semester Only

Purpose of Leave

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

Method of Compensation

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

- 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.
- 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.
- For Adjunct Faculty only:** Compensation will be paid out in one semester equal to their average FTEF from the previous two semesters worked. **Adjunct faculty may not choose Option 1 or Option 2.**

Signature of Applicant (Sabbatical Abstract and Plan Attached)

Signature of Applicant: _____ Date: _____

Click in the signature field above to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.

Sabbatical Application

- Sabbaticals must satisfy the following two major criteria:
 - Must bring value to the college.
 - Must not be part of your normal professional duties.

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APPLICATION

Please number all pages in consecutive order (so that the committee can be sure that there are no pages missing).

Applicants, Chairs, and Deans should be careful not to list applicant's name anywhere on the application except on the cover page and the signature sheet.

Please be advised that all units taken during a Sabbatical Leave may be used for salary advancement.

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**

PLAN

Provide a full description of the proposed sabbatical leave including the following information in your sabbatical plan. It is recommended that you include a separate section for items 1-6 listed below.

As you prepare this plan, it is also strongly recommended that you consult with the Department Chair/Supervisor and/or School Dean/Manager prior to the third Friday in February 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? This timeline must take place only during the semester of your proposed sabbatical leave.

Sabbatical Application

- Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract.
- Coursework
 - May be applied towards salary advancement upon return.
 - Should be for credit from accredited institutions.
 - Non-credit/non-accredited coursework is allowable at the discretion of the committee.

Sabbatical Application

- Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract.
- 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.*

Sabbatical Application

- Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract.
- Teaching, Learning, and Appropriate Instructional and Student Services
 - Develop new or revise existing courses, programs, certificates or degrees.
 - Develop technologically mediated instruction for courses/programs.
 - Develop programs that improve student success and achievement of learning outcomes.

Sabbatical Application

- Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract.
- Teaching, Learning, and Appropriate Instructional and Student Services
- Curriculum development already falls under your duties:
 - Developing labs for my ASTR 111 class – not appropriate
 - Developing ASTR 111 lab manual for use by department - appropriate

Sabbatical Application

- Projects appropriate for sabbatical leave are described in *Article XVIII, Sabbatical Leave 18.2* of our AFT Contract.
- Research
 - *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.*
 - *A person wishing to follow a research program should discuss his/her intentions with the College President*

Sabbatical Application

- *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.*
- *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.*

Sabbatical Application

- *The faculty member 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..*
- *A faculty member who has completed a sabbatical leave and who leaves the District before fulfilling the service obligation... shall reimburse the District in the amount due for ... the unfulfilled obligation no later than the last day of employment with the District.*
- *The District and the AFT agree that the indemnification program which the AFT makes available to its members sufficiently ensures compliance.*

Sabbatical Application

- Please have your chair/manager/dean review your application before sending it on!
- They **must** participate in this process. Let me know if they do not.
- Committee ranks the applications and approves as many as the District grants us.

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RECOMMENDATIONS AND SIGNATURES

(Application for Sabbatical Leave)

Name of Applicant: _____ ID# _____ Campus _____ Ph# _____

Click in the signature fields below to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.

DEPARTMENT CHAIR

RECOMMEND
 CONDITIONAL RECOMMENDATION*
 NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

DEAN/MANAGER

RECOMMEND
 CONDITIONAL RECOMMENDATION*
 NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

COLLEGE PROFESSIONAL ADVANCEMENT COMMITTEE CHAIR

RECOMMEND
 CONDITIONAL RECOMMENDATION*
 NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

VICE PRESIDENT

RECOMMEND
 CONDITIONAL RECOMMENDATION*
 NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

PRESIDENT

RECOMMEND
 CONDITIONAL RECOMMENDATION*
 NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

APPROVED BY BOARD OF TRUSTEES ON: DATE _____

SABBATICAL LEAVE RECORDED BY HUMAN RESOURCES: _____ DATE _____

Routing Instructions

- These documents *must* have electronic signatures.
- Email your forms and supporting documentation to your department chair and dean.
 - CC: PAC chair
- Once they have signed, email those completed forms to the PAC chair.
- After PAC review, if the application is approved, the forms will be sent on to the VP and President, and finally, to the District.

Sabbatical Application Timeline

- Written application/proposal is due to your Dean/Manager by the third Friday in February (February 16, 2024) for final signatures. This is a holiday, so please aim for Thursday, February 15, 2024.
- Deadline for proposals to reach the Professional Advancement Committee is Friday, March 1, 2024.
- The PAC reviews proposals during their March meeting and notifies District HR and AFT of sabbatical recommendations by no later than March 26, 2024 (date specified in contract).
- The President will notify successful applicants in April 2024.
- Final approvals occur during District Board meeting.

Sabbatical Ranking

- PAC chair handles the applications and recuses themselves from scoring.
- PAC chair removes front page of application and redacts any other instances of applicant name, so the applicant is not identified to the voting committee members.
- Voting members use a numerical rubric to assess each application.
- PAC chair gathers the numerical data and produces the ranking of the applications.

Sabbatical Ranking

Page 2 of the sabbatical application form breaks down the application into 2 parts: Abstract and Plan

Abstract: Goes to District Board (100 words total)

1. Need
2. Activities
3. Outcomes
4. Measures
5. Benefit to the District

Plan: A more complete description

1. Need
2. Detailed plan
3. Objectives
4. Evidence of completion
5. Relevance to assignment and improvement of student learning
6. Timeline

Sabbatical Ranking

The committee considers both the abstract and the plan as part of their rubric.

The numbered items in the abstract and plan establish the rubric.

How does the committee rank the applications?

- Benefit to students at the college level
- Benefit to students at the department level
- Benefit to students at the instructor level

Sabbatical Ranking

Successful applications:

- Complete all items required in the abstract and plan.
- Concentrate on benefit to the students.
- Delineate clear goals, outcomes, and timeline.

Common missteps:

- Missing abstract.
- Inadequate timeline.
- Ineligible coursework.
- Too ambitious.
- Focus on personal benefit.

Sabbatical Completion

- Not later than six weeks after return to duty, each faculty member returning from sabbatical leave shall a report with the Professional Advancement Committee, including evidence that the proposed sabbatical project was completed.
 - Transcripts, research papers, Flex session, etc...
- The faculty member shall not be considered as having completed the requirements of the sabbatical leave until this evidence has been verified by the Professional Advancement Committee as having met the objectives of the leave and all deliverables/ products have been submitted.

Questions? – lwill@sdccd.edu

