Sabbatical Information and Q&A Session

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Chair, Professional Advancement Committee

Sabbatical Application

• Eligible for sabbatical starting in the sixth year
• Choices:
  • 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.

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.

Sabbatical Application

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

Sabbatical Application

• 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.

- 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

• Please have your chair/manager/dean review your application before sending it on!
• Committee ranks the applications and approves as many as the District grants us.

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 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.
Sabbatical Application Timeline

• Written application/proposal is due to your Dean/Manager by the third Friday in February (February 21, 2020) for final signature.
• Deadline for proposals to reach the Professional Advancement Committee is Friday, March 6, 2020. (Preferably by 5pm on Thursday, March 5 as the PAC will meet to review on Friday, March 6.)
• The Professional Advancement Committee reviews proposals during their March meeting and notifies District HR and AFT of sabbatical recommendations by no later than March 26, 2020 (date specified in contract).
• The President will notify successful applicants in April 2020.

Questions?