



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

CYPRESS COLLEGE | FULLERTON COLLEGE
NORTH ORANGE CONTINUING EDUCATION

2027-2028 Sabbatical Workshop

Presented by:

Julie Kossick

Associate Vice Chancellor, Human Resources





This is Informal – Please ask Questions Anytime!

- PG&D Committee
- Process Timeline
- Sabbatical Forms
- Purpose of Sabbatical Leave
- Length of Leave
- Salary and Benefits
- Load Banking Information
- Sabbatical Bond
- Service Credit
- Rating Criteria
- Pointers and Tips
- Sabbatical Sage

Faculty Professional Growth and Development Committee Contacts



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*(Note: On Sabbatical Leave –
Spring 2027)*



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HUMAN
RESOURCES

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Questions about your sabbatical? Contact a committee representative for assistance.



Sabbatical Process Timeline



The applicant for sabbatical leave shall submit their proposal to campus President no later than the first day of November → Monday, November 2, 2026.



The campus will forward with their President's recommendation to Human Resources no later than the first day of December → Tuesday, December 1, 2026.



The proposals will be mailed to each member of the Sabbatical Committee for review and scoring no later than Monday, December 7, 2026.



The Sabbatical Committee will meet to select Sabbatical proposals for submission to the Board of Trustees in February 2027.



Notification letters are mailed to successful (and unsuccessful) sabbatical leave applicants in March 2027.



Sabbatical Process Timeline



The Board of Trustees will approve, or disapprove, applications on the second Board meeting in March 2027.



Sabbatical contracts and bond information will be mailed to successful applicants in April 2027.



Sabbatical contracts and bonds returned to the Office of Human Resources by July 31st.



Number of Sabbaticals which can be granted per United Faculty Collective Bargaining Agreement Section 14.4.2 for 2027-2028 :

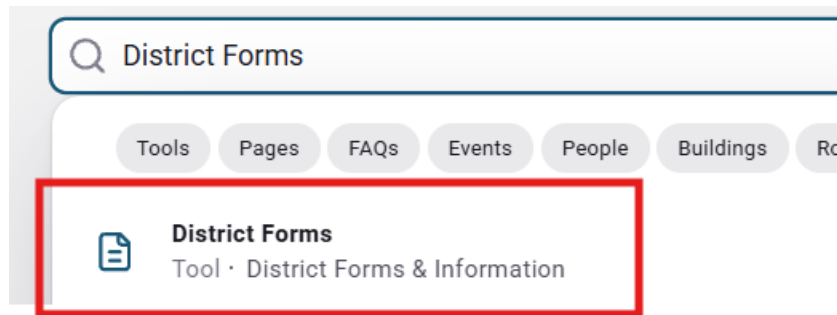
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Sabbatical Forms

Sabbatical forms can be found on your [MyGateway](#) portal under District Forms.

To access this documentation:

1. Search “District Forms” on your MyGateway portal.



2. Select the following folders:
HR → Academic Faculty Sabbaticals

SA1

- Application for Sabbatical Leave

SA2

- Abstract for Sabbatical Proposal

SA3

- Sabbatical Activity Report

SA1

Application for Sabbatical Leave

FORM SA1

This form **must** be
submitted with
sabbatical proposal



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Received in HR:

Professional Growth & Development Committee
APPLICATION FOR SABBATICAL LEAVE

NAME: _____ Banner ID# _____

LOCATION: ☐ CC ☐ FC ☐ NOCE JOB TITLE: ☐ Instructor ☐ Counselor ☐ Librarian

Division: _____ Dept: _____

DATE OF DISTRICT EMPLOYMENT AS A CONTRACT FACULTY MEMBER: Month _____ Year _____

Discipline(s) in which you are currently teaching/performing service: _____

TITLE OF SABBATICAL PROPOSAL:

PURPOSE OF SABBATICAL LEAVE: (Check all that apply)

☐ Educational Advancement ☐ Travel Study ☐ Research

REQUESTED TERM OF SABBATICAL:

☐ ONE SEMESTER ONLY (specify): ☐ Fall ☐ Spring

☐ FULL ACADEMIC YEAR

☐ TWO SEMESTERS, CONSECUTIVE YEARS (specify):

#1: Sem _____ Year _____ #2: Sem _____ Year _____

LIST PREVIOUS SABBATICAL LEAVES:

Semester _____ Year _____

Semester _____ Year _____

☐ Check if None

REQUIREMENT: Attach two letters of recommendation.

Signature _____ Date _____

Recommendation of campus president:

Signature:

Date:

Submit original application materials to Campus President; submit copy to Division Dean

PG&D Rev. 9/2021



SA2

Application for Sabbatical Leave

FORM SA2

This form must be
submitted with
sabbatical proposal



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Professional Growth & Development Committee
ABSTRACT OF SABBATICAL PROPOSAL

EMPLOYEE NAME: _____ BANNER ID: _____

TITLE OF SABBATICAL PROPOSAL: _____

FORM SA3

This form must be submitted with report



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Received in HR:

Professional Growth & Development Committee
SABBATICAL ACTIVITY REPORT

NAME: _____
Last First

LOCATION: ☐ CC ☐ FC ☐ NOCE JOB TITLE: ☐ Instructor ☐ Counselor ☐ Librarian

Division: _____ Dept: _____

TITLE OF SABBATICAL PROPOSAL:

ACADEMIC YEAR(S) DURING WHICH SABBATICAL LEAVE WAS TAKEN: _____

TERM OF SABBATICAL LEAVE:

PURPOSE OF SABBATICAL LEAVE:

ONE SEMESTER ONLY (specify): ☐ Fall ☐ Spring

☐ Educational Advancement

☐ FULL ACADEMIC YEAR

☐ Research

☐ TWO SEMESTERS, CONSECUTIVE YEARS (specify):

☐ Travel Study

#1: Sem _____ Yr _____ #2: Sem _____ Yr _____

If the sabbatical leave was for the purpose of educational advancement, attach evidence of completion of educational activities (grade cards, transcripts, certificates, employer statements, etc.)

HAVE YOU MADE A PRESENTATION OF YOUR SABBATICAL ACTIVITIES?

☐ Yes Date of Presentation _____ ☐ No Expected date of Presentation _____

TO WHOM DID / WILL YOU MAKE THE PRESENTATION?

Signature _____ Date _____

Submit original materials to the District Office of Human Resources; submit copy to Campus President and Division Dean

PG&D Rev. 9/2021

SA3 Sabbatical Activity Report

Sabbatical Report and supporting documents may be sent via e-mail to Campus President and Division Dean.

Please cc Carmen Aikin (caikin@nocccd.edu) when sending via-email. Your report will be forwarded to the Sabbatical Committee and the Chancellor's Office.

In addition to the required SA3 Form, you may also include the following:

- PowerPoint presentations
- Links to websites, Canva, YouTube, etc.

Purpose of Sabbatical Leave

Sabbatical leaves may be granted for one, or a combination of, the following activities, which all have equal merit:

- Educational advancement
- Research
- Travel study



Length of Leave

A sabbatical leave may be granted for the following terms:

- One semester only
- One full academic year (two semesters)
- Two semesters, with one semester of leave in each of two consecutive academic years



Salary and Benefits



The salary for a one (1) semester sabbatical is **100%** of the regular salary for the semester.



The salary for a one (1) year or two (2)-semester sabbatical is **66%** of the regular salary for each semester of sabbatical leave (can use load banking to supplement).
Please contact HR Analyst, Jeanne Tran at jtran@nocccd.edu for more information on load banking.



Successful sabbatical leave applicants shall progress on the salary schedule (i.e., receive a step increment) in the same manner as if they had remained in regular status.



Continuation of medical and fringe benefits



Load Banking Information

Faculty can view their Faculty Load Banking Balance online.

- To access this service, please follow these instructions:
 - Sign into [my Gateway](#)
 - Select **WebStar** (located under Shortcuts left hand side)
 - Click on the **Faculty Services** tab (please see screenshot below)
 - Click on the **View Faculty Load Bank Balance**

Important! This services is live and balances will not reflect the current semester of banking or withdrawals until the Office of Human Resources has entered all the requests for the current term into Banner.

For more information on Load Banking, please contact HR Analyst, Jeanne Tran at jtran@nocccd.edu

Load Bank Current Balance and History

ID Name

You do not have any Faculty Load Bank records.

Balance Total

Semester	Year	Campus	CRN	Lecture Units	Lab Units	Cash Out Amount	FTE
----------	------	--------	-----	---------------	-----------	-----------------	-----

Banked Assignments

Semester	Year	Campus	CRN	Lecture Units	Lab Units	Cash Out Amount	FTE	Bank Status
----------	------	--------	-----	---------------	-----------	-----------------	-----	-------------

Paid Assignments

Semester	Year	Campus	CRN	Lecture Units	Lab Units	Cash Out Amount	FTE
----------	------	--------	-----	---------------	-----------	-----------------	-----

Assignments Used as Time Off

Semester	Year	Campus	CRN	Lecture Units	Lab Units	Cash Out Amount	FTE
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SABBATICAL BOND

1

Provide the Sabbatical Bond

You must provide an acceptable bond indemnifying the District against loss.

2

Return & Complete Service

After returning from sabbatical, you must render service in the District for:

2× sabbatical length

Example

1 semester sabbatical
=
2 semesters of service

3

Receive 50% Reimbursement

50%

of the sabbatical bond cost

Reimbursement occurs after you:

- ✓ Complete the required 2× service period
- ✓ Submit the required written report on time

United Faculty Contract • Section 14.8



Sabbatical Bond *How is it calculated?*

How Much a Sabbatical Leave Costs (example)

Bond amount	\$54,000
/ \$1,000	\$54.00
x15	\$810.00
Rounded to the next whole dollar	\$810.00
Premium for a \$35,950 bond	\$810.00

Many NOCCCD employees obtain their sabbatical bond from [School's First Federal Credit Union](#). However, there are other institutions available if you do not qualify with School's First Feder Credit Union.

The Sabbatical Bond must be received by HR no later than July 31st as a condition of the sabbatical leave.

Service Credit

- Recipients of one-year or two-semester sabbatical leaves will **not** receive a full year of STRS/PERS retirement service credit for the academic year(s) in which the sabbatical is taken due to the reduced salary during the sabbatical leave. The reduction in the amount of service credit is approximately **thirty-four percent (34%)**.
- “Lost” service credit may be purchased after completion of the sabbatical leave by paying the required contribution to the retirement system.
- The District will pay the employer portion of the required contribution if notified in writing, **within six (6) months** of completion of the sabbatical leave, of the faculty member's request to purchase the service credit; otherwise, the faculty member must bear the entire cost of purchasing the service credit (see [Sabbatical Handbook](#) for details).



Faculty Assignments and Assignment During Sabbatical Leave

- Upon return from sabbatical leave, right of assignment shall be the same as if the Unit Member had not been on Sabbatical.
- Unit Members shall not maintain, while on sabbatical leave, assignments or responsibilities within the District for which the Unit Member would otherwise receive reassigned time.
- No Overload while Unit Member is on Sabbatical

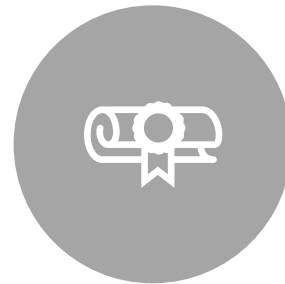


Committee Rating Criteria



25%

Merit and value to the instructional programs/services of the college/district



25%

Merit and value to the applicant's professional growth & enrichment



25%

Planning, preparation, clarity and presentation of the proposal



25%

Appropriateness of the sabbatical activity for the period of time requested



Committee Rating Elements

- ✓ Merit and Rigor
- ✓ Clarity and Specificity
- ✓ Cohesiveness
- ✓ Professional Presentation
- ✓ Supporting Documentation

- ... two letters of recommendation required to support/validate the sabbatical concept. These may include letters from the Dean and/or Coordinator. When the goal directly involves other faculty or entities, include letters from them.





General Pointers and Tips



Allow adequate time to plan, develop, write and gather supporting documentation.



Talk to others who have already taken a sabbatical; have a colleague evaluate your proposal.



Attend a Sabbatical Workshop.



Review recent successful proposals.



Presentation should be of professional academic quality; consider the audience (*reviewers not from your discipline*)



For proposals with more than one purpose, clearly delineate how each activity supports the purposes of the sabbatical leave.



The committee will consider the statement provided by the President.



Clearly identify how the sabbatical will benefit the college and students.



Address the timeline on a day-to-day schedule.



Include relevant, specific letters of recommendations from Deans, Chairs, etc.



Identify how you will share the information (e.g., campus or department presentations).



Seek assistance from the PG&D Committee.

Pointers and Tips (cont....)

*Be passionate
about your
proposal!*



Pointers and Tips for ***Educational*** ***Sabbaticals***

Include full details of your education plan

If you are planning to work on an advanced degree, make sure you have been accepted into the school. If possible, provide a letter of acceptance.

List courses you plan to take and include a copy of the course description. If your proposal is dependent on specific courses, make sure they are available and that you will be able to register for them during the term of your sabbatical.

As appropriate, list and describe programs, seminars, etc., that you may be attending.

Make sure your proposal supports a 40-hour work week. Include a timeline.



Pointers and Tips for Travel Sabbaticals



List places to be visited and the reasons they were selected



Specify approximate departure and arrival date for each location



Describe activities to be accomplished at each location



Describe the implications of traveling to particular locations (*may include potential entry issues and alternative plans*).



Make sure your proposal supports a **40-hour** work week



Provide relevant supporting documentation



Pointers and Tips for *Research* Sabbaticals



Make sure you have the proper approvals to perform the research



Include a thorough outline



Survey questionnaires – planning for distribution, return and analysis



Include letters of recommendation



Make sure your proposal supports a **40-hour** work week



Sabbatical Sage

< P Sabbatical Sage

Sabbatical Sage is an AI-powered assistant designed to support faculty, reviewers, and administrators throughout the sabbatical process, from checking eligibility and guiding proposal writing to evaluating submissions and providing constructive feedback.

Using a guided, question-by-question approach, it helps faculty build strong, well-structured proposals with clear objectives, realistic weekly activity breakdowns, and full 16-week plans.

Sabbatical Sage also evaluates completed proposals using a 100-point rubric across four key categories, merit to the college, professional growth, planning and clarity, and appropriateness of time while directing users to helpful resources like the Sabbatical Handbook and successful proposal examples.

Click [HERE](#) to get started.

For more information...

- To request a copy of the Sabbatical Handbook, or to review sample applications contact Carmen Aikin at caikin@nocccd.edu
- If you have general questions about the sabbatical program, contact any member of the faculty PG&D committee or Julie Kossick at jkossick@nocccd.edu



Final Tips...

- Anticipate competition...
- Make sure your application is complete, clear and concise.
- Make sure supporting material is relevant to your proposal.
- Make sure you show evidence of clear planning for your sabbatical.
- Don't assume that reviewers know you or your subject matter (*treat it like an employment application*)...
- Get feedback on your proposal...

If your proposal is not approved, do not be discouraged, try again!

Good Luck!