



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College

**NOCE**  
**NORTH ORANGE**  
CONTINUING EDUCATION

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT Professional Growth and Development Committee

### SABBATICAL HANDBOOK

**GUIDELINES AND PROCEDURES FOR SABBATICAL APPLICANTS**

**Revised October 2020**

## PREFACE

Sabbaticals provide a unique opportunity for members of the faculty to take leave from their regular assignments to pursue educationally enriching activities of benefit to the applicant, the students, and the District.

This handbook has been developed by the Professional Growth and Development Committee to provide procedural information, as well as the standards and criteria against which sabbatical proposals are evaluated.

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**Note: If a current committee member chooses to submit a sabbatical proposal, a replacement must be selected by their Academic Senate.**

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## **PURPOSE OF SABBATICAL LEAVE**

The purpose of sabbatical leaves is to provide faculty members with the opportunity to pursue educational activities that will enhance their professional growth and enrichment and contribute to the improvement of the instructional services and programs of the District. Sabbatical leaves may be granted for one, or a combination of, the following activities, which all have equal merit:

- **EDUCATIONAL ADVANCEMENT**

Educational advancement sabbaticals are intended to allow faculty members to pursue either continuing education in a discipline in which the faculty member is currently performing service, or to pursue education in another discipline to gain knowledge and skills that will benefit the applicant and the District.

Educational advancement is the upgrading and/or acquisition of knowledge and skills through academic or vocational preparation, defined as follows:

***Academic Preparation*** involves formal classroom instruction, internship, or other Formal preparatory methods:

***Vocational Preparation*** involves occupational training, programs, seminars, internship, reentry occupational employment, or other appropriate educational pursuits.

A proposal for an educational advancement sabbatical must provide for a full program of instructional work and include details of the education plan. For *academic preparation*, a course load of twelve (12) semester units per semester of sabbatical leave is considered a full program of instructional work. For *vocational preparation*, forty (40) hours per week in pursuit of appropriate activities is considered a full program of instructional work. Evidence of completion of sabbatical activities, in the form of grade cards, transcripts, certificates, employer statements, etc., must be submitted with the required sabbatical report upon return from the sabbatical leave.

- **RESEARCH**

Research sabbaticals are intended to allow faculty members the opportunity to pursue research for the purpose of advancing or explaining the discipline in which the faculty member is currently performing service within the District, or for the purpose of advancing or exploring matters pertaining to instructional or institutional development.

A proposal for a research sabbatical must provide for a program of research activities equivalent in time to that of a full-time study program. The structure and content of the presentation and to whom it will be presented must be specified in the sabbatical proposal.

- **TRAVEL STUDY**

Travel study sabbaticals are intended to allow faculty members the opportunity to gain access to information, people, experiences, and materials which will benefit the faculty member, students, and the District.

A proposal for a travel study sabbatical must provide for a program of activities which devotes the majority of the time during the sabbatical leave to specific travel study visits. The proposal must include a detailed itinerary which specifies all of the following:

- the places to be visited;
- the approximate dates of arrival and departure for each visit; and
- the specific reasons for travel to each location.

### **LENGTH OF SABBATICAL LEAVE**

A sabbatical leave may be granted for the following terms:

- **ONE SEMESTER ONLY; or**
- **ONE FULL ACADEMIC YEAR; or**
- **TWO SEMESTERS, WITH ONE SEMESTER LEAVE IN EACH OF TWO CONSECUTIVE ACADEMIC YEARS.**

A sabbatical proposal requesting this option must explain the necessity for this configuration in accomplishing the objectives of the sabbatical.

A sabbatical leave may not be granted for a period of time less than one semester.

### **ELIGIBILITY FOR SABBATICAL LEAVE**

Regular faculty members who have been employed in the District for six (6) complete consecutive academic years prior to the year for which the sabbatical leave is requested, and who have not been granted a sabbatical leave during those six years, are eligible to apply for a sabbatical leave.

For purposes of counting toward the six-year requirement, "complete academic year" means a year in which the faculty member has served in paid status for at least seventy-five percent (75%) of the faculty member's contractual number of days for the academic year.

### **SABBATICAL COMPENSATION**

#### **o SALARY**

The salary for a one-semester sabbatical is one hundred percent (100%) of the regular salary for the semester. The salary for a one-year or two-semester sabbatical is sixty-six percent (66%) of the regular salary for each semester of sabbatical leave. The District Payroll Office can provide applicants with a schedule of payments. Recipients of a one-year sabbatical leave may use load-banking leave to make up their salary to one hundred percent (100%). (Please refer to United Faculty Agreement with NOCCCD, Article 23, page 70).

- **MEDICAL AND FRINGE BENEFITS**

The District-provided employee medical and fringe benefits will continue during the sabbatical leave in the same manner and amount as if the faculty member had remained in regular status.

- **SALARY PROGRESSION**

A faculty member who is granted a sabbatical leave of absence will progress on the salary schedule (i.e., receive a step increment) for the next academic year in the same manner as if the faculty member had remained in regular status.

### **RETIREMENT 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%).

Recipients of one-year or two-semester sabbatical leaves may purchase the "lost" service credit 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. An invoice from the appropriate retirement system must be submitted to the District Office of Human Resources not later than June 30 of the academic year following the academic year in which the sabbatical was completed. The District Office of Human Resources can provide applicants with an estimate of the cost to purchase sabbatical service credit.

### **POINTERS AND TIPS FROM THE COMMITTEE**

- **BE AWARE OF TERMS AND CONDITIONS BEFORE YOU APPLY**

- Eligibility
- Salary compensation
- Timelines and deadlines
- Submission requirements

- **PREPARE EARLY**

Allow adequate time to plan, develop, write and gather supporting documentation for your proposal since it will be evaluated based upon presentation, details and concepts. Show evidence of clear planning for the sabbatical.

- **HAVE COLLEAGUES EVALUATE YOUR PROPOSAL**

Ask colleagues to provide an assessment of your proposal in terms of substance, clarity, organization and presentation. Utilize feedback to strengthen your proposal.

- o **SEEK ASSISTANCE FROM THE PG&D COMMITTEE**

The members of the Professional Growth and Development Committee want you to be successful and will be glad to provide information and guidance to assist in the development of your sabbatical proposal.

- Attend a sabbatical workshop
- Consider reviewing recent successful sabbatical proposals (contact Carmen Aikin in Human Resources).

- o **ANTICIPATE COMPETITION**

Because the number of sabbaticals awarded each year is limited, the Professional Growth and Development Committee must choose from among highly competitive proposals. Thus, non-selection is not necessarily an indication that a proposal lacks merit - not all can be accommodated. If your proposal is not selected, do not be discouraged. Try again!

- o **PRESIDENT'S STATEMENT**

Remember, the committee will consider the statement provided by the Presidents or Provost.

- o **PRESENTATION**

Twenty-five percent (25%) of your application's rating is based on clarity, presentation, details, etc. So, make sure your application is complete, clear and concise. Show evidence of clear planning for the sabbatical activities.

- o **LENGTH**

Proposals are not evaluated based on length.

- o **TECHNICAL DETAILS**

Since committee members may not be experts in your field, when necessary, include relevant details that will allow non-experts to evaluate the proposal.

## **PROCEDURES**

### **SUBMISSION DEADLINE**

Sabbatical proposals must be submitted not later than November 1<sup>st</sup> of the academic year prior to the academic year during which the sabbatical leave is requested as follows:

- Original to campus president/provost;
- Copy to division dean.

Submission is limited to one proposal (multiple proposals are not permitted).

## **APPLICATION FORMAT**

Applicants must submit a complete sabbatical application package consisting of the following:

- Completed Form SA1 Application for Sabbatical Leave
- Completed Form SA2 Abstract of Sabbatical Proposal
- Body of sabbatical proposal (black and white copy)
- Two letters of reference directly supporting the sabbatical proposal.

Note: Do **not** include DVD's or other media as part of your proposal; these may be used for your sabbatical report.

### **➤ Form SA1 Application For Sabbatical Leave**

Complete the appropriate items on Form SA1 (legible handwritten entries are acceptable); sign and date the form.

Attach Form SA1 as the cover sheet for your proposal. This form may not be omitted or substituted.

### **➤ Form SA2 Abstract Of Sabbatical Proposal**

Submit an abstract of the proposal on Form SA2. The abstract should consist of a concise summary of the proposal, which addresses the following:

- The purpose of the sabbatical leave;
- The main goals and objectives of the proposal
- The primary activities that will be engaged in during the sabbatical leave and an explanation of how these activities support the main goals and objectives;
- The major value and benefit of the sabbatical activities to your professional growth and enrichment and to the improvement of the instructional programs/services of the District.

The abstract should not be handwritten and must be limited to the space provided on Form SA2. This form may not be omitted or substituted. Attach the abstract to Form SA1.

**Note:** Abstracts of proposals recommended by the Professional Growth and Development Committee will be provided to the Board of Trustees as informational items when sabbaticals are placed on the agenda for board action. Therefore, applicants should be aware that the quality and professionalism of the abstract is an important consideration in the Committee's selection of proposals.

➤ **Body Of Proposal**

The body of the sabbatical proposal should be organized according to the following format, **using headings for each section as indicated:**

**1. Purpose of Sabbatical Leave, Main Goals, and Objectives**

Explain the goals of the sabbatical leave:

- "Pursue advanced/continuing education in.... The main goals and objectives are..."
- "Conduct research with respect to .... The main goals and objectives are...."
- "Travel to .... The main goals and objectives are...."

**2. Benefit Of Sabbatical Activities**

Describe the expected outcome of the sabbatical activities in terms of value and benefit to your professional growth and enrichment and to the improvement of the instructional programs/services of the District.

This represents fifty (50) percent of the rating of your proposal:

25% - merit and value to the instructional programs/services of the college/District

25% - merit and value to the applicant's professional growth and enrichment

**3. Sabbatical Activities**

**List** the activities that will be engaged in during the sabbatical leave and explain how these activities support the stated goals and objectives.

- For *educational advancement* activities, describe courses of study, internships, occupational training, programs, seminars, etc., and the course load and/or hours per week to be devoted to the activities;
- For *research* activities, describe the program of research, including research design and methodology.
- For *travel study* activities, list the places to be visited and the reasons they were selected; describe the specific activities to be accomplished at each location.

Note: For proposals that identify more than one purpose clearly delineate how each activity supports the purpose(s) of the sabbatical leave.

#### **4. Timeline**

Provide a detailed chronology of proposed sabbatical activities to equate to a full-time endeavor.

While not all timelines will require a day-to-day description of activities, some will. On occasion, the committee finds itself discussing whether the time stated to complete a proposed activity has been significantly overestimated. Because 25% of the proposal's score is based on the "*appropriateness of the sabbatical activities for the time requested*," add necessary details to preempt the need for that discussion.

Appropriateness of the sabbatical activities for the period of time requested represents twenty-five (25) percent of the sabbatical rating.

Note: If you are requesting a yearlong sabbatical, explain why this is necessary.

- For *educational advancement* activities, specify the expected starting and completion dates for each educational activity.
- For *research* activities, specify the expected starting and completion dates for each major component of the research program.
- For *travel study* activities, specify the approximate departure and arrival date for each location and describe the implications of your travel.

#### **5. Presentation Of Sabbatical Activity**

Describe in this section the structure and content of the sabbatical presentation and to whom it will be made. This is in addition to the required sabbatical report.

Each year several completed sabbaticals are formally presented to the Board of Trustees.

#### **6. Supporting Documentation**

Provide relevant supporting documentation, such as brochures, course descriptions, research outlines, survey questionnaires, related publications by the applicant, etc.

#### **7. Letters Of Recommendation**

Two letters of recommendation will be required to **support the validation of the sabbatical concept** e.g., letters from the Dean and/or Coordinator. When the goal directly involves other faculty or entities, include letters from them.

***Attach the body of your proposal to Forms SA1 and SA2.***

- **REVIEW AND SELECTION TIMELINES**

Sabbatical proposals will be reviewed by the Professional Growth and Development Committee in February, using a blind screening process. The committee will forward its recommendations to the Board of Trustees for approval not later than the second board meeting in March. Following board action, applicants will be notified by the Office of Human Resources as to the status of their applications.

The District Office of Human Resources will provide successful applicants with information regarding the contractual requirements delineated in the following section.

- **CONTRACTUAL REQUIREMENTS**

#### **Sabbatical Contract**

Sabbatical recipients must sign a sabbatical contract, which must be on file in the District Office of Human Resources prior to the first day of the sabbatical leave.

#### **Bond and Return Service Requirement**

The applicant will furnish the Board of Trustees with an acceptable bond indemnifying the District against loss in the event that the Unit Member fails to render service in the District equal to twice the length of the sabbatical after return from the sabbatical leave. After return from the sabbatical leave and completion of service in the District equal to twice the length of the sabbatical leave, the District will reimburse the Unit Member for fifty percent (50%) of the cost of the sabbatical bond, provided the Unit Member has submitted a timely written report of sabbatical activities in compliance with the requirements of section 14.8 of this Article. Failure of the Unit Member to comply with the above-referenced conditions shall render the Unit Member ineligible for reimbursement. (*NOCCCD United Faculty Agreement 2013-2016, Section 14.5.5.*)

#### **Cost of Bond**

The cost of a bond is based on the amount of salary involved. For example, through SchoolsFirst Federal Credit Union, the premium is \$15 per \$1,000 of the bond amount.

##### **Example:**

Bond amount = \$35,950

\$35,950 divided by \$1,000 = \$35.95

\$35.95 x \$15 = \$539.25

\$539.25 rounded to \$539

Cost for an SLB of \$35,950 is \$539

#### **Sabbatical Report Requirement**

Sabbatical recipients are required to submit a written report of sabbatical activities within sixty (60) calendar days of the first duty day of the semester in which the recipient returns to regular duty.

This report is in addition to, and is not a substitute for, the formal presentation requirement for research and travel study sabbaticals.

Sabbatical Activity Reports will be reviewed by the Professional Growth and Development Committee.

## **CHANGE IN SABBATICAL PLANS**

Sabbatical leaves are recommended to the Board of Trustees by the Professional Growth and Development Committee on the merits of the sabbatical proposal as submitted. Therefore, sabbatical recipients must adhere to the program of activities for which the sabbatical was granted. Any change in sabbatical plans must be reported immediately to the District Office of Human Resources.

### **INABILITY TO TAKE SABBATICAL IN YEAR FOR WHICH GRANTED**

Upon written request to the Professional Growth and Development Committee through the District Office of Human Resources, the recipient may receive a postponement of the sabbatical into the next academic year. Changes in the semester(s) during which the sabbatical is taken will not be permitted unless specifically approved by the Professional Growth and Development Committee.

If a postponed sabbatical is not taken in the next academic year, the sabbatical will be canceled. Thereafter, the faculty member must reapply through the established process and be considered with all other applicants.

### **INTERRUPTION DUE TO SERIOUS ACCIDENT OR ILLNESS**

Interruption of a sabbatical leave due to serious accident or illness shall not be considered a failure to fulfill the conditions of the sabbatical. The recipient will receive the same compensation as if the sabbatical had been fulfilled.

Notification, with proper documentation, shall be made by registered letter within fifteen (15) days of the time of the accident or illness to the Vice Chancellor of Human Resources, unless prevented by extenuating circumstances.

## **EVALUATION CRITERIA**

Sabbatical applications are generally evaluated by the Professional Growth and Development Committee on the basis of merit and not the category of activity (i.e., educational advancement vs. research vs. travel study), the length of the sabbatical (i.e., one semester vs. two semesters), or the term of the sabbatical (i.e., fall semester vs. spring semester).

### **RATING SCALE**

The Professional Growth and Development Committee rates sabbatical proposals using a point scale, as follows:

<b><u>RATING CRITERIA</u></b>	<b><u>MAXIMUM POINTS</u></b>
Merit and value to the instructional programs/services of the college/District	25
Merit and value to the applicant's professional growth and enrichment	25
Planning, preparation, clarity and presentation of the proposal (this include appropriateness of supporting materials and letters of reference)	25
Appropriateness of the sabbatical activity for the period of time requested	25
TOTAL	<u>100</u>

In assessing proposals, the following elements are of primary consideration:

### **MERIT AND RIGOR**

Meritorious proposals are expected to incorporate activities of substance and quality, which demonstrate value and benefit to the applicant, students and the District. Activities which are expected as part of a faculty member's job or professional obligation are generally not considered meritorious (e.g., beginning computer literacy; routine course development; continuing education required for maintenance of certification/licensure).

Adequate rigor, as evidenced by a full program of activities appropriate to the length of the sabbatical term requested, is a primary consideration; however, the proposal should be attainable and realistic in terms of the amount of work that can reasonably be accomplished.

### **CLARITY AND SPECIFICITY**

The nature, reasons and importance of the sabbatical activities must be clearly explained, without the assumption that the members of the Professional Growth and Development Committee are familiar with the discipline. A well-developed proposal should provide the committee with a clear understanding of the objectives and scope of the project and include specific descriptions of sabbatical activities. Goals, objectives and activities should be presented in measurable terms, i.e., "will attend the XYZ conference in XYZ on XYZ date." Avoid phrases such as "will attend some workshops," "will take several classes at local college," "will visit other educators," etc.

## **COHESIVENESS**

The proposal should demonstrate a cohesive relationship between the stated goals and objectives, activities, and benefits. The plan of activities must support the goals and objectives. The accomplishment of the goals and objectives must support the stated benefits.

## **PROFESSIONAL PRESENTATION**

The proposal should demonstrate thoughtful planning and organization. The presentation should be of professional academic quality (e.g., free of spelling and grammatical errors).

## **SUPPORTING DOCUMENTATION**

Provide relevant supporting documentation, such as brochures, course descriptions, research outlines, survey questionnaires, related publications by the applicant, etc.

Such documentation is of value in providing the committee with additional justification for the proposal.