



AP 7341 SABBATICAL LEAVES

References:

Education Code Sections 87481 and 87767 et seq.;
Faculty Association (FA) Agreement

The District will fund a combination of single semester and full academic year sabbatical leaves in accordance with the FA Agreement. A one semester sabbatical leave is equal to one-half of a full academic year sabbatical leave.

Term of Leave

A sabbatical leave may be for one year (two consecutive semesters) or for one semester. Sabbaticals will be completed in the same fiscal year whenever possible.

Eligibility

Sabbatical leaves are granted only to tenured faculty who have rendered service to the District for at least six consecutive years preceding the granting of the leave, but not more than one sabbatical leave (single semester or full academic year) shall be granted in each six-year period (i.e., one could not take two sabbatical leaves in a row based on 15 years of service). A faculty member must work six years to be eligible for a sabbatical, and leaves of absence shall not count toward the six-year requirement pursuant to Education Code Section 87768. A sabbatical leave year does not count toward the six years of required service.

Up to a maximum of two years of service in an administrative position may be counted toward the six years of contractual service required.

Service under a nationally recognized fellowship or foundation approved by the Board of Governors, for a period of not more than one year, for research, teaching, or lecturing shall not be deemed a break in continuity of service, and the period of the absence shall be included in computing the six consecutive years of service required by this section.

Compensation

Faculty members on sabbatical leave for one semester shall receive 85 percent of their normal salary, and those on leave for one year shall receive 75 percent of their normal salary. Refer to the IA Agreement for Teaching Load Units (TLUs) required in order to receive full pay while on sabbatical.

When sabbatical leave salaries are computed, the member on sabbatical leave shall receive such changes in salary ratings as would have been received had the member remained in active service. Members on sabbatical leave shall advance normally on the salary schedule and shall accrue sick leave in the same manner as those faculty who are not on sabbatical leave.



Faculty members on sabbatical leaves shall be paid at the same intervals as they would for normal service. Special arrangements shall normally be made only for those members who are out of the continental limits of the United States.

If an individual receives taxable compensation for the activity described in the sabbatical leave application, the sabbatical funding shall be decreased by that amount of income which raises the gross total taxable compensation above the level of the faculty member's regular full-time service compensation. If a grant replaces the salary, even though it may not be taxable, then such money shall be deducted from the amount of sabbatical pay. Applicants planning to engage in paid activities or in unusually time-consuming activities beyond the scope of the sabbatical proposal, in addition to or beyond normal workloads, should inform the Sabbatical Leave Committee of these plans in the application. If the applicant makes such plans only after the application process is completed the Sabbatical Leave Committee should be informed immediately and the applicant's written statement will be appended to the sabbatical leave application filed in the Academic Senate Office.

Sabbatical Leave Committee

Sabbatical leave applications and reports are evaluated by the Sabbatical Leave Committee which makes recommendations to the Academic Senate. The Committee is also responsible for maintaining the Sabbatical Leave website.

The Sabbatical Leave Committee is an Academic Senate committee with a Dean of Educational Programs serving as an ex-officio member.

Application Process

Each applicant for sabbatical leave will fill out forms approved by the Academic Senate following the format outlined on the Sabbatical Leave website. Three copies of the Application for Sabbatical Leave shall be filed with the Academic Senate Office before the end of the sixth week of the Fall semester. If the Sabbatical Leave Committee has concerns about the application, the applicant shall be given an opportunity to improve the application and to resubmit it within a period of two weeks (ten working days) from the date of notification that the application was not acceptable.

The applicant, the department chair, and the area dean will indicate on the application form how the faculty member will be replaced. Replacement for faculty members on sabbatical leave shall be obtained in one or more of the following ways:

1. by a tenure track faculty member teaching additional courses as overload;
2. by hiring adjunct faculty as replacements; or
3. by hiring on a temporary contract, if replacements cannot be made on an hourly basis.

The mode of replacement shall be confirmed before the end of the semester which precedes the sabbatical leave.



Considerations for Evaluation

All departments shall be given equal consideration in determining distribution of sabbatical leaves.

The general consideration for granting a sabbatical leave shall be its benefit to the District's educational programs. The Sabbatical Leave Committee will evaluate all applications according to how the proposed activity relates to the recognized needs of the District and/or the department and new programs as recommended in the department plans. Each applicant shall demonstrate how the proposed activity will maintain or improve student success.

Notification of Sabbatical Leave Award

The Sabbatical Leave Committee will forward its recommendation to the Academic Senate for approval. The approved Sabbatical Leaves will be sent to the Superintendent/President and the Board of Trustees for final approval. A decision shall be made as soon as possible but no later than the end of the Spring semester prior to the academic year when the sabbatical leave is to be taken. The faculty will be notified of their sabbatical leaves once they have been approved by the Board of Trustees.

Acceptance of Sabbatical Leave

Upon acceptance of the sabbatical, the faculty member agrees in writing to render one year of full-time service in the employ of the District for each semester of sabbatical leave. Further, the faculty member agrees to provide an indemnity for service required after sabbatical if the year(s) of service are not completed. The indemnity shall be for a sum equal to the amount of salary to be paid to the faculty member on leave. The Board of Trustees shall also require a written agreement indemnifying the Board of Trustees against loss in the event that the faculty employee fails to render one year of full-time service in the employ of the District for each semester of sabbatical leave.

Interruption of Sabbatical Activity

Interruption of the program of study or research caused by serious accident, illness, or other extenuating circumstances during a sabbatical leave, evidence of which is satisfactory to the Superintendent/President, shall not prejudice an employee regarding the fulfillment of conditions concerning study or research on which the sabbatical leave was granted nor affect the amount of compensation paid.

In the event of a long-term illness, an employee may submit a request to the Superintendent/President to have his/her status changed from sabbatical leave to sick leave as defined in District policy.

Revisions in Proposal

Because sabbatical leave applications are carefully screened and evaluated before approval, it is expected that a faculty member shall fulfill his/her sabbatical project as proposed. If extenuating circumstances should necessitate a change, however, the faculty member is expected to resubmit a proposal in the form of the original for that portion of the project to be revised. The revised proposal must clearly show that the change is commensurate with the original and a clear explanation of the conditions



necessitating the change must be included. This revised proposal must be received by the Sabbatical Leave Committee at least one month before the beginning of the semester for which the revision is requested. Proposed revisions submitted during the summer should be presented to the President of the Academic Senate, or designee, for consideration by the summer Academic Senate. The Sabbatical Leave Committee will receive all modifications to proposals.

Failure to fulfill the agreed-upon and approved program in the absence of serious accident or illness or other extenuating circumstances may result in action by the District requiring repayment of the sabbatical salary, in part or in full.

Return to Service

At the expiration of the sabbatical leave, the faculty member shall be reinstated in a position equivalent in duties to that held at the time of granting of leave unless there is an agreement in writing to the contrary. The employee is obligated to render one year of full-time service to the District for each semester of leave following his/her return from sabbatical leave.

Sabbatical Project Report

Upon returning from leave, and within one semester after resumption of duties (with a due date no later than the first day of the following semester), the faculty member shall submit three hard copies of the sabbatical leave report to the Academic Senate Office. The Sabbatical Leave Committee shall review the reports and make recommendations to the Academic Senate. Upon approval, the Academic Senate shall recommend approval to the Superintendent/President. A presentation by the faculty member to the Board of Trustees on the project and outcomes will be scheduled by the Office of the Executive Vice President, Educational Programs. One copy of the report shall be filed in the Academic Senate Office, one final copy shall be required for binding and filed in the Luria Library, and one electronic copy will be submitted to the Luria Library and posted to the Sabbatical Leave website.

In order that each sabbatical leave report complies with the standards delineated in the Sabbatical Leave Policy, as approved by the Board of Trustees, the report shall follow the format described on the Sabbatical Leave website.

The report shall include a copy of the original Board of Trustees approved project proposal and a substantive, detailed description of the achievement of all pertinent areas as described in the Sabbatical Leave website. The report shall be submitted no later than the first day of the second semester after resumption of service.

The Sabbatical Leave Committee has the responsibility to reject a sabbatical report that is not satisfactory. A report may be returned to the faculty member for amplification and/or completion. The corrected report shall be returned within ten days (when classes are in session and the central administrative office of the District is open for business) to the Committee for review and approval.



If the revised report is still considered unsatisfactory by the Committee, the faculty member and the President of the Academic Senate shall be so notified and given the reasons for such finding. The faculty member shall be allowed ten days (when classes are in session and the central administrative office of the District is open for business) to file a written appeal to the Committee and/or to file a written appeal to request a hearing. Following such appeal and/or hearing, the Committee, in consultation with the Academic Senate President, will reconsider its decision and take final action. In the event that no appeal or hearing request is received within the specified period, the unsatisfactory finding shall be ratified.

If the revised report is judged unsatisfactory, the Academic Senate President shall forward to the Superintendent/President the report with a written statement detailing why the report is unsatisfactory. The Academic Senate President shall also notify the Superintendent/President of the failure of an employee to submit a sabbatical report. The Superintendent/President may then take appropriate action for failure to complete the sabbatical activity.

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