

<b>SABBATICAL LEAVES</b>	<b>3251</b>
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The Board of Trustees considers sabbatical leaves an integral part of a comprehensive staff development program. To facilitate this opportunity, the Board of Trustees may grant a sabbatical leave to tenured faculty who have completed a minimum of six (6) consecutive years of service in the San Luis Obispo County Community College District prior to starting the leave. For tenured faculty with less than six (6) years service, prior parttime teaching at Cuesta College may be applied on a 2-year-to-1 ratio. (Board-approved leaves without pay do not constitute a break in the continuity of service.) Subsequent sabbaticals must be preceded by a minimum of six (6) consecutive years of service. Recipients qualify by submitting an official application and a plan of proposed activity to be carried on during the leave. The two major purposes of the sabbatical leave are: (a) to facilitate and enhance professional growth for the recipients, and (b) to provide educational benefits for the college district. Specifically, sabbatical leaves should accomplish one or more of the following based on both purposes described above:

- A. Improvement of skills in one's discipline.
- B. Retraining in a new discipline, if it is needed by the district.
- C. Enhancement of teaching or work skills.
- D. Development of programs and curricula.
- E. Improvement of one's ability to understand diversity and implement diversity goals at Cuesta College.
- F. Pursuit of scholarly or creative endeavors.
- G. Meet new technology needs.

I. Sabbatical Leave Committee

The applicant's service records, application for leave and the plan of proposed activity will be reviewed by a Sabbatical Leave Committee, which will consist of the following seven members:

Vice President, Educational Services

One (1) academic member of the Staff Development Committee to be determined by that committee

Five (5) faculty to be determined by the Academic Senate Council.

The chair will be selected by the committee membership. The term of committee members is two (2) years. No applicant shall be a member of the committee.

II. Criteria for Selection

A. Primary Criteria:

1. The potential of the proposed program to achieve the purposes established for the sabbatical leave shall be measured by expressed outcomes for:
  - a. The applicant's personal and professional growth.
  - b. The clearly defined goals to be accomplished and their positive impact on the applicant's own discipline and, where possible, associated disciplines.
2. The value to be received by students from the applicant's increased knowledge and

experience gained in the sabbatical study.

3. The maintenance of scholarly and professional standards for the college district.

B. Secondary Criteria:

1. Number of years of service in the district, including the service record.
2. The number of previous sabbatical leaves a candidate has been granted. Priority will be for applicants with the least number of previous sabbatical leaves.

III. Categories of Activity

The Sabbatical Leave Committee is responsible for performing a fair assessment of all proposals without assigning any priority to any particular category of activity. The following are provided as examples of categories of activity aimed at specific objectives consistent with the policy's purposes:

- A. Pursuit of academic work at an accredited university or college.
- B. A special project or research problem.
- C. Appropriate work experience in business or industry or study in schools maintained by a business or an industry.
- D. Travel, with a detailed itinerary related to one's college assignment.
- E. Curriculum planning which will meet a need for a major curriculum revision or development.
- F. A combination of the above activities designed to meet multiple objectives.

IV. Scope of Sabbatical Leaves Allowed by District

The number of leaves granted for each academic year shall not exceed five (5) percent of the number of fulltime faculty, including division chairs. Support for the sabbatical leave policy shall be limited to the district's ability to pay as reflected in the final budget approved by the Board of Trustees.

The Sabbatical Leave Committee will make every effort to contain the cost of the program by varying the types of leaves recommended. A leave may be granted for one semester, for a full academic year, or for two (2) non-consecutive semesters within a two-year period.

V. Application and Follow-Up Procedures

- A. Application must be reviewed and approved prior to submittal by the appropriate Division Chair or Director and Dean or Administrator.
- B. Application will be made by completing a Sabbatical Leave Request Form and submitting it to the chair of the Sabbatical Leave Committee by November 15 of the preceding fiscal year.
- C. Applications will be evaluated by the Sabbatical Leave Committee between November 15 and December 15.
- D. By December 15, the Sabbatical Leave Committee shall submit a written report to the Superintendent/President. The report will include a summary of all applications and identify those recommended for sabbatical awards in priority order.
- E. Applicants will be informed by February 15, of the disposition of their application after Board action at its January meetings.

## VI. Compensation

### A. Amount of Compensation

Compensation granted during a district financed sabbatical leave shall be 100 percent of the salary and full benefits for a single semester or 80 percent of the annual salary and full benefits for any two (2) semesters (including the full academic year and the two (2) non-consecutive semester options).

### B. Method of Compensation

Payment to a faculty member on sabbatical leave shall follow the regular payroll procedures with compensation based on the faculty member's placement on the salary schedule in effect during the period of the leave.

## VII. Faculty Member's Obligations

### A. Written Report and Presentation

Within 60 days after the completion of a sabbatical leave, the recipient must file a report of sabbatical activities with the Sabbatical Leave Committee to verify that the program agreed upon has been satisfactorily carried out. The Sabbatical Leave Committee will forward the written report to the Superintendent/President for distribution to the Board of Trustees, and a copy will be placed in the Cuesta College library. The recipient will be asked to make an oral presentation to the Board of Trustees and be required to make an oral presentation either as a staff development activity and/or for his/her unit or department.

### B. Disruption of Leave

In case the program, as agreed upon in the sabbatical leave contract with the district, is interrupted by serious accident or illness during such leave, and the accident or illness is properly verified by a qualified physician, such interruption shall not constitute a violation of the contract or prejudice the recipient against receiving the rights and benefits provided for under the terms of the sabbatical leave policy. However, this provision is based on the fact that such interruption does not extend over a period of time that would cause the purposes of the sabbatical leave to be abandoned. In all cases of serious accident or illness of a faculty member on sabbatical leave, the Superintendent/President shall be promptly notified of the medical diagnosis by registered mail. If a sabbatical leave is terminated due to extended illness or serious accident, the sabbatical leave salary shall also be terminated and the faculty member will be returned to regular status with respect to salary and fringe benefits. Should there be an unexpected change of purpose or itinerary, the Sabbatical Leave Committee shall be notified in writing within 30 days of that decision.

### C. Cancellation of the Second Semester of a Sabbatical Leave

A request for the cancellation of the second semester of a full year sabbatical, whether a consecutive or a split leave, must be submitted to the Sabbatical Leave Committee in writing and reviewed by the committee. Criterion for granting the cancellation: The objectives of the original proposal have been completed in one semester as evaluated by the Sabbatical Leave Committee. Decisions will be made on an individual basis by the committee and recommended to the President's Cabinet. If the recipient must cancel a second semester, that part of the sabbatical leave is forfeited. If a recipient forfeits a second semester of the sabbatical, the recipient forfeits the right to the differential in compensation.

D. Post-Sabbatical Service

Prior to a sabbatical leave, the recipient shall be required to agree in writing to return to his/her normal position of service to the district for a time period twice the length of the sabbatical leave. If the post-sabbatical service obligation is not fulfilled, the recipient must reimburse the district. The payment will be the amount of compensation received during the sabbatical that is proportionate to the amount of unfulfilled service.

VIII. Effect Upon Salary, Benefits and Retirement

- A. A two-semester leave shall constitute one year's service for salary increment purposes; a one-semester, one half-year's service.
- B. Sick leave will neither accumulate nor be charged against the faculty member on sabbatical leave.
- C. The faculty member on sabbatical leave and the college district will each pay into the State Teacher's Retirement System the amount required by STRS for the faculty member to receive fulltime credit.

IX. Other Leaves of Absence

- A. A second method of providing a sabbatical leave to an employee who meets all other criteria for approval is by mutual agreement of the district and the employee that he/she receive the financial difference in total compensation between the cost of replacement(s) and current total compensation. The district shall have final authority over the selection of the replacement(s). Recipients of this type of sabbatical leave shall not exceed 3% of the number of fulltime faculty, but are not counted as part of the 5% restriction noted in Section IV above.
- B. Other leaves of absence with or without pay may be granted regular, contract, and fulltime temporary employees employed on a contractual basis upon recommendation of the Superintendent/President and approval of the Governing Board.

(Approved: 1/17/90)

(Revised: 12/8/93)