

## **ARTICLE XIV – SABBATICAL LEAVE**

### **14.1. Philosophy**

- 14.1.1.** The sabbatical leave opportunity is an important stimulus to the improvement of education. The vitality and curiosity of the faculty are among the institution's fundamental assets, and sabbatical leave ensures the growth and renewal of these invaluable resources. Sabbatical leave projects and experiences are valued as distinct contributions to the cultural and intellectual lives of individual faculty members and as support of the mission and vision of departments, colleges, and the District.

### **14.2. Purpose**

- 14.2.1.** The purpose of the sabbatical leave program is to promote professional growth of individual faculty members by providing opportunities for advanced study, research, or special projects that further the educational goals of the District. Sabbatical leaves are intended for substantial projects beyond the scope of normal professional development activities. Projects may be either within the area of immediate professional responsibility or outside it, provided a valuable interdisciplinary connection can be demonstrated.

### **14.3. Eligibility and Indemnity Bond**

- 14.3.1.** Tenured unit members shall be entitled to sabbaticals in the proportion of four and one-half percent (4½%) of the total number of tenured/tenure-track unit members in the District as of the first day of the fall semester. If this percentage is a fraction of a full-time position, the sabbatical leave entitlement shall include the fraction as a full-time position.

**14.3.2.** A unit member shall meet the following criteria for sabbatical leave consideration:

**14.3.2.1** The applicant shall have rendered six (6) years of service in the Grossmont-Cuyamaca Community College District since any previous Sabbatical Leave prior to the initiation of her/his subsequent leave.

**14.3.2.2** The applicant shall agree to a minimum term of service of twice the sabbatical leave period after the completion of the leave. For example, a one-year leave must be followed by at least two years of service, and a one-semester leave must be followed by at least two of semesters service.

**14.3.2.3** The unit member shall furnish a bond in accord with provisions of the Education Code Section 87770 in case of default on the requirements of subsection 14.3.2.2. In lieu of the bond, employees may enter into an indemnification agreement with AFT that, in the District's sole discretion, sufficiently ensures compliance with Section 14.3.2.2. The District and the AFT agree that the indemnification program which the AFT makes available to its members sufficiently ensures compliance with Section 14.3.2.2.

**14.3.3** Successful completion of the sabbatical requirements is required pursuant to the bond authorized in accordance with Section 14.3.2.3 and Education Code section 87770. The bond shall be exonerated in event the failure of the employee to return and render the agreed upon period of service is caused by the death or physical or mental disability of the employee.

A unit member who has completed a sabbatical leave and who either leaves the District before fulfilling the service obligation or fails to meet the provisions of 14.8.1 shall reimburse the District in the amount due for the portion of the unfulfilled obligation no later than 120 days after completion of the sabbatical period.

#### **14.4. Length of Leave**

**14.4.1.** A sabbatical leave may be granted for: a) one semester (or one-half contract year for 11-month or 12-month unit members) at full salary, or b) for an academic year (or one contract year for 11-month or 12-month members) at half salary, or c) two consecutive semesters at full pay with a 50% reduction in annualized load. An academic year may consist of any two consecutive semesters.

#### **14.5. Application Procedure**

**14.5.1.** Prior to submission, individuals are encouraged to meet with their appropriate manager. Individuals who are applying for their first sabbatical leave are required to attend an orientation workshop given by AFT and the Academic Senates. Other sabbatical leave applicants may also attend these workshops at their discretion. On or before 5 p.m. of the second District working day of November of each year, individuals will submit an application to the appropriate Academic Senate office. The Academic Senate will forward copies to the Vice President, Dean/Director, and Department Chair/Coordinator for information and allow ten (10) working days within the fifteen (15) working days referenced in 14.5.2. for comments to be returned. All applications and proposals shall be on forms prescribed by AFT and the Academic Senates.

**14.5.2 .** Within fifteen (15) working days from receipt, the applications and proposals will be forwarded to the Sabbatical Leave Committee (see Section 14.10).

## **14.6. Selection Procedure**

**14.6.1.** The Committee will encourage the submission of proposals for projects including: original research; the pursuit of professional activities/projects primarily of institutional benefit; post-graduate study; and other activities that contribute to a richer teaching and learning environment and are supportive of the mission and vision of the departments, colleges, and the District.

**14.6.2.** Proposals shall be evaluated according to the following criteria:

**14.6.2.1.** Value: individual, instructional, institutional, interdisciplinary.

**14.6.2.2.** Organization: a clear definition of the project objectives, the means for attaining them, and a plan for evaluation.

**14.6.2.3.** Feasibility.

**14.6.2.4.** Documentation: appropriate supporting materials to clarify project purpose, value, objectives, feasibility, or the involvement of other individuals and institutions.

**14.6.3.** Each year, the Committee shall use the above criteria to prepare an evaluative instrument, which shall be approved by AFT and the Academic Senates. The Committee shall then use this instrument to score and rank the proposals as follows:

**14.6.3.1.**

Individual committee members shall evaluate the proposals, and each committee member's first-ranked proposal shall receive a score equal to the number of qualifying proposals, second-ranked proposal, one less than the number of qualifying proposals, and so on to the last-ranked proposal, which shall receive a score of 1.

**14.6.3.2.** The Committee as a group will then total the nine (9) individual scores to establish a committee composite ranking score. The Committee will consult on any significant discrepancies among individual rankings.

**14.6.4.** After scoring and ranking of the proposals, additional consideration will be given to applicants who have served more than six (6) years since their previous sabbatical leave, in the proportion of a one (1) percent

increase in composite ranking score for each semester of service in excess of six (6) years.

**14.6.5.** Prior to ranking, the committee may, by a 7/9 majority, disqualify proposals for projects that are not well planned or articulated, are not feasible, are not adequately documented, or are clearly outside the purpose and philosophy of the sabbatical leave program. Individual applicants whose proposals have been disqualified shall be notified by the respective Academic Senate promptly in writing stating the reasons for disqualification.

#### **14.7. Notification Procedure**

**14.7.1.** The Chair of the Sabbatical Leave Committee shall notify the AFT, the Chancellor, the College Presidents, and the appropriate manager of each applicant, and all applicants in writing of its selections with accompanying rationale, ten (10) days prior to the first February meeting of the Governing Board.

**14.7.3.** In accordance with Governing Board Policy #7110, the Chancellor shall submit the selections to the Governing Board at the first business meeting in February for ratification.

#### **14.8. Report on Sabbatical Leave Activities**

**14.8.1** Within ninety (90) days after completion of the sabbatical leave, the individual shall submit a final report to the Sabbatical Committee for transmittal to the Chancellor, and the Governing Board. The report shall provide a thoughtful description of the following: what was accomplished; the implications for the individual; the implications for the discipline; and the contribution to the educational goals of the District. The report shall include appropriate supporting or descriptive material and be summarized in an attached abstract of approximately 500 words.

**14.8.2** In addition to the written report, sabbatical leave recipients shall present their sabbatical leave projects, to the Sabbatical Leave Committee, during a Professional Development Week workshop, or to the Governing Board upon invitation by the Chancellor.

**14.8.3 Accident or Illness**

Interruption of the program by serious accident or illness during a sabbatical leave, evidence of which is required, shall not prejudice a faculty member with regard to the fulfillment of the conditions under which the leave was granted, nor affect the amount of compensation to be paid each faculty member under the terms of such sabbatical leave. However, the president must receive prompt notification of such accident or illness, which in general shall be by registered or certified letter mailed within ten (10) days of such accident or illness. It is the responsibility of the president to communicate such change in leave plans to the Vice Chancellor, Human Resources. In case of death of the individual while on leave, his/her estate shall not be required to fulfill the conditions upon which the leave was granted, but payment of salary by the District shall cease upon such death.

**14.9. Compensation**

**14.9.1.** Compensation for a one-semester (or one-half year leave for 11-month or 12-month unit members) leave shall be at full salary, and for a leave of two consecutive semesters (or one year for 11-month or 12-month unit members), at half salary, or two consecutive semesters at full pay with a 50% reduction in annualized load. Unit members on sabbatical leave may not receive any type of overload or extra pay assignment from within the District, or receive payment from any type of employment outside of the District in excess of one-half the unit member's regular full-time salary, for the duration of their sabbatical leave.

**14.9.2.** Paid time on sabbatical leave shall count toward retirement service credit, seniority, and all health and other employee benefits. Retirement annuity contributions shall be continued while on leave. Upon return to service, the unit member's salary shall be what it would have been had the leave not been taken. If the unit member has qualified for a higher classification while on leave, the proper placement shall be made.

**14.9.3.** Salary payments, while on leave, shall be in accord with the Education Code.

#### **14.10. Sabbatical Leave Committee**

**14.10.1.** A Sabbatical Leave Committee shall be established, with members appointed as listed below serving two-year terms. Half of the committee membership shall rotate annually. The faculty members of the Committee shall represent a broad range of disciplines, and shall be composed of: a) Three (3) faculty members each from Cuyamaca and Grossmont Colleges appointed by the Academic Senate. No two faculty members may be from the same Division in the same college. b) Three administrators appointed by the Chancellor. The Chairperson shall be elected by the committee.