

**WEST VALLEY-MISSION  
COMMUNITY COLLEGE DISTRICT**

**GUIDELINES  
for  
SABBATICAL LEAVES**

For more information, contact the current Sabbatical Committee Chair

*Guidelines revised 10/25/02*

The following guidelines have been developed by the Sabbatical Leave Committee in accordance with Article 38 of the West Valley-Mission Community College District and the Association of College Educators (ACE) collective bargaining agreement. Copies of this contract are available from Human Resources. **Please read the contract and these guidelines carefully.**

**PURPOSE OF SABBATICAL LEAVES**

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The purpose of a sabbatical leave is to provide time during which a faculty member will be able to complete a substantial project that will benefit students and the college as well as the individual faculty member. This purpose goes beyond the general need members have for periodic rejuvenation, as it emphasizes that sabbatical projects should make significant and explicit contributions to the college community. Members should keep this purpose in mind while designing their projects and writing their proposals.

Article 38 specifies that up to eleven (11) sabbaticals may be awarded each year (38.2), and that the Sabbatical Leave Committee will prioritize and select sabbatical proposals **“based on the value of the leave to students, the member, and the college”** (38.10.1, emphasis added). A

strong proposal will contain explicit information on how the project will benefit the entire college community—students, the faculty member, and the college—in its stated purpose, rationale/need, and implementation plan.

## **LENGTH OF SABBATICAL LEAVES**

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**Applicants may submit only ONE proposal for ONE of the following:**

- a. One semester on full salary,  
or
- b. Two semesters on one-half salary. A member may have the option of requesting two non-sequential semesters rather than two consecutive semesters, but the two semesters must be taken within a three semester period,  
or
- b. Two consecutive semesters on full salary, to be taken in the academic year immediately following approval. Members electing this option are required to complete twice the amount of work as a one-semester sabbatical at full pay.

During the sabbatical leave, the faculty member should be released from all teaching, counseling, or library duties and other institutional commitments. Faculty members on leave are not eligible for an overload assignment (see Article 18.5). Members granted 1-semester or 2-semester leaves may not work for the district during the semesters they are on leave, as this would result in an overload assignment.

Sabbatical funds cover only salary and benefits (as explained in Article 38.4 and 38.5) during the leave. The district does not supply additional funds for tuition, travel, production costs, or other expenses incurred during completion of the sabbatical project.

## **TYPES OF SABBATICAL LEAVES GRANTED**

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### **A. STUDY**

- 9 semester units or 14 quarter units of approved graduate or upper division work must be completed during each semester of fully paid leave.
- If lower division course work is approved, a minimum of 12 semester units or 18 quarter units are required during each semester of fully paid leave.
- Coursework must be approved by the committee. The committee will evaluate courses using these criteria: academic rigor; relevance to the applicant's assignment at the college; relevance to the applicant's proposed project.
- Any changes in coursework must also receive approval from the committee prior to beginning the leave.
- Institution must be accredited.
- Contact institution prior to submitting sabbatical application.
- Verify entry requirements are met.
- Obtain statement of acceptance into designated program.

- Provide evidence that program is feasible and can be completed within the time limit.
- Submit a list of courses (include several courses in case the courses you are most interested in are not offered or are canceled).
- Proposal should state how coursework relates to the faculty member's professional growth.
- Proposal should state how the study will benefit students and the member's department.

## **B. TRAVEL**

- “Travel Status” must be for at least seventy-five percent (75%) of teaching days for **each** semester of fully paid leave granted. Since 16-week semesters consist of approximately 80 teaching days, proposals in this category should contain plans for 60 days of travel (120 days for a year-long fully paid leave).
- Applicant must demonstrate specific ways in which travel will enhance employee's teaching effectiveness.
- Proposal must contain a clear itinerary of proposed travel. Include the number of days at each stop on the itinerary.

## **C. WORK EXPERIENCE**

- Leave may be granted for work experience in the field in which the member teaches or for study in schools maintained by a business or industry.
- Proposals for **work experience** must contain clear indication that the employment will be available.
- The proposal must be explicit about the type of work experience contemplated, and it must specify how the work experience will enhance professional growth and/or prove of benefit to students.
- The employee is expected to work a minimum of 480 hours per semester (60 days at 8 hours per day; 80 days at 6 hours per day, etc.).

## **D. CURRICULUM DEVELOPMENT**

- A sabbatical leave proposal for **curriculum development** must provide evidence showing the need for the new course or changes within the framework of existing curricula.
- The proposal should include (as appendices) letters of recommendation from the member's Program/Department Chair, Division Chair, and Vice President.
- The appendices should also include a statement from the Curriculum Committee that the proposal is in keeping with the committee's guidelines regarding course duplication/proliferation.

- Letters of support are not necessary if the project is to improve the effectiveness of an existing course without altering its basic content (for example, to improve a course by changing a teaching methodology or designing a workbook to accompany the course content). Since content changes must be approved by the Curriculum Committee, supporting letters are needed for these.
- If the proposal is in response to technological changes, or changes in four-year college requirements for job opportunities, this information should be included.
- An applicant planning to write a lab manual, study guide, or aids for students should make a preliminary draft of overall objectives, as approved by the department, and submit a table of contents.
- The proposal should also indicate how many hours the project will take. These hours should average 36 hours per week over each 16-week semester of fully paid leave.

#### **E. OTHER SCHOLARLY OR CREATIVE ACTIVITIES**

Leaves for **scholarly or creative activities** should contain explicit information demonstrating how the project will add value to the educational program. A proposal for a scholarly or creative project must contain sufficient detail to allow the committee to evaluate its merit. The proposal should also indicate how many hours the project will take. These should average 36 hours per week over each 16-week semester of fully paid leave.

Proposals in this category might include such projects as research, scholarly writing (articles for peer reviewed scholarly journals, for example), art work for juried art shows, musical compositions, dance choreography, or other projects that make a significant contribution to one's field.

#### **F. COMBINATION PROJECTS**

Applicants may propose a project that combines two or more of the activities described above. Applicants should indicate what percentage of time will be devoted to each segment of the combination project. The combined hours for all segments should average 36 hours per week over each 16-week semester of fully paid leave.

### **MODEL PROPOSALS**

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To assist you with this process, the committee has assembled binders containing model proposals of one-semester projects in each category (study, travel, work experience, curriculum development, and combination projects). These are available at the library reserve desk of each college.



## **SCREENING PROCESS**

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Once submitted to Human Resources, the proposals are prepared for the committee. All identifying information is removed, a letter or number is assigned to the proposal and duplicates are made for the committee members. Human Resources will send written notification of the length and proposed dates of each potential leave to the appropriate department chair or supervising administrator. The names of applicants, however, will not be divulged. Information sent to department chairs or administrators is for institutional planning purposes only.

The committee will base its decision on your written proposal. Each committee member will read and evaluate each of the proposals submitted, and rate them using the point value system indicated in article 38, sections 10.1-3.

Any changes in the original proposal, including courses of study, must be submitted in writing and approved by the committee prior to the change. Such changes will result in a reevaluation of the proposal, and may change the committee's recommendation to the Chancellor.

## **BOND REQUIREMENT**

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In accordance with the ACE contract (38.8.3), a member who is granted a sabbatical leave must file a bond with Human Resources before the leave begins. A list of insurance companies that issue such bonds is available from Human Resources. Each individual is responsible for the cost of his/her bond.

## **COMPLIANCE REPORT**

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To ensure that each sabbatical project is completed successfully, each member must complete a written compliance report. The compliance report must be filed with the committee chair by the fifth Friday of the semester of the member's return to work from the sabbatical leave.

The compliance report will consist of the end products indicated in the proposal and documentation demonstrating that the member has completed all tasks promised within the proposal. Each member will sign an agreement specifying the elements of the compliance report before the beginning of the leave.