



# SALARY AND LEAVES COMMITTEE

## 2023-24

### SABBATICAL LEAVE ORIENTATION MEETING

#### *FOR SABBATICALS TO BE TAKEN IN 2024-25*

Monday, May 22, 3:00-4:00p | Zoom ID: 854 2666 5607

Tuesday, May 23, 3:30-4:30p | Zoom ID: 854 2666 5607

- I. Welcome and Introduction
- II. The Salary and Leaves Committee
  - a. Committee Membership/Contract Description
  - b. Role of the Committee
- III. Sabbatical Leave Application Proposals
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  - b. Guidelines for Preparing the Sabbatical Leave Application Proposal Page 2
  - c. Legal Aspects and Contractual References Page 5
  - d. Application for Sabbatical Leave Page 9
  - e. Procedures for Processing Sabbatical Leave Applications Page 12
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  - g. Sample Sabbatical Leave of Absence Agreement Page 14
- IV. The Sabbatical Leave
  - a. Teaching and Reassigned Time Assignments
  - b. Changes to the Proposal
  - c. Incomplete Sabbatical Leave
- V. Sabbatical Leave Reports
  - a. Guidelines for Preparing Reports Page 15
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- VII. Discussion – Questions/Answers

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### GUIDELINES FOR PREPARING SABBATICAL LEAVE APPLICATION PROPOSALS

#### WRITING YOUR PROPOSAL

The following suggestions are made to assist academic personnel in preparing sabbatical leave applications and are offered as a supplement to the Contract language in the Faculty Agreement. The Salary and Leaves Committee reviews and evaluates sabbatical leave proposals prepared by these guidelines.

A sabbatical leave may be granted for the purpose of formal, independent study, work experience, or any combination thereof. (Refer to the current contract for pertinent and current requirements.) **NOTE: Work on the sabbatical leave is limited to the fall and spring terms for full-year leaves for 10-month faculty.**

#### WHAT IS THE SABBATICAL LEAVE PROPOSAL?

The sabbatical leave application proposal is a request for the privilege of a sabbatical extended to academic personnel by the Mt. San Antonio College District under conditions negotiated by the Mt. San Antonio College Faculty Association and the Board of Trustees. The proposal should stress the importance, significance, and benefits of this experience to the faculty member and their service to this institution. The Committee will review, evaluate, and rank each request using established uniform and fair criteria.

#### HOW SHOULD YOU PREPARE YOUR SABBATICAL LEAVE APPLICATION PROPOSAL?

##### Before you begin:

- Review all contract guidelines, criteria, handouts, etc.
- Review the rubric so that you know how the weighting of the criteria will be used in the evaluation of your proposal.
- Discuss the proposal with departmental colleagues or faculty from other disciplines in order to gain additional insight into the service contribution this sabbatical will make to the College.
- Consider discussing the proposal with colleagues who have completed recent sabbaticals or with a member of the Committee.
- Consider attending a Sabbatical Orientation to ask any questions you may have.

##### Writing your proposal (general guidelines):

- Describe in detail the proposed activity/project and avoid ambiguity and vagueness.
- Clarify to the Committee what the actual product of the project will be.
- Provide the Committee with background information and research confirming the value of the sabbatical to both you and the College.
- Use academic references in your proposal, as needed, to provide support for your project.
- Explain how the sabbatical activities/project will contribute to your professional growth or enrichment.
- Explain the merit/value of the sabbatical activity to the College.
- Design your proposal in relation to the length of time requested and be willing and able to carry it

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out.

- Seek help/answers to questions from members of the Committee (strongly encouraged).
- Submit an online application that is professional, formal, scholarly, precise, and neat.

**NOTE: The merit/value of the sabbatical activity to the College and the professional enrichment of the applicant are the major criteria by which the proposal is judged.**

### Writing your proposal (specific guidelines):

For a **FORMAL STUDY** sabbatical proposal:

- Verify that the course of study is offered by the chosen institution(s) for the specific time you plan to attend.
- List the course titles, course numbers, planned dates of attendance, type of units (graduate, upper division, extension, etc.), and a brief description of the course content. The contract requires 12-semester units of coursework per semester for a study leave.
- Explain how the study will contribute to your professional growth.
- Explain how the study will be likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Provide a clear explanation to our academic committee of the project and its benefits.

**NOTE: If the course work approved for sabbatical leave is to also be used for salary schedule advancement, a Petition for Course Approval must be submitted to the Salary and Leaves Committee for approval. Sabbatical leave application and approval of coursework for salary advancement should always be handled as two separate processes.**

For an **INDEPENDENT STUDY** sabbatical proposal:

- Specifically, describe and define your project.
- Provide a detailed plan of independent study, research, writing, and/or travel equivalent in time and rigor to sabbatical for formal study.
- Clearly describe the product that will be produced as a result of your project, including format, length, etc.
- Include a clear description of the proposed project's implementation, investigation, and research.
- Explain to the Committee how the College, your colleagues, and our students will use the product of your proposal.
- Explain the professional value of the project.
- Specify the time involved in the collection of data, the compilation of data, and the analysis of data and reaching of conclusion(s), i.e., include a detailed timeline.
- Gain permission for the use of facilities at the institution(s) you plan to use.
  - Make the necessary appointments or contacts with the person(s) at the institution(s).
  - Prepare an itinerary and time schedule for the visit(s) to the institution(s).
- Provide a clear explanation to our academic committee of the project and its benefits.

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For a **WORK EXPERIENCE** sabbatical proposal:

- Specifically describe and define your contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to your discipline.
- Describe in detail any product that you plan to produce as a result of your work experience that will be used by the College, your colleagues, and your students.
- Describe how the work experience is likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Present a reasonably detailed itinerary and time schedule for your work experience.

For a **COMBINATION** sabbatical proposal:

- See the appropriate sections above and include specific activities in each appropriate area in your sabbatical leave proposal.

### GATHERING THE PARTS OF YOUR APPLICATION:

- Compose a three to four sentence abstract of your plan, written in the third person, for presentation on the Board of Trustees' Agenda.
- Complete a comprehensive, written statement of the proposed sabbatical activity(ies), including a description of the nature of the activity(ies), a timeline of the activity(ies), and a proposed research design and method(s) of investigation, if applicable.
- Write a statement of the anticipated value and benefit of the proposed sabbatical activity(ies) to you, the applicant, your department or service area, and the College.
- Provide evidence, if appropriate, that you have discussed your proposal with colleagues and that they support and confirm the value of your proposal to the College. (Letters of recommendation are encouraged.)
- Compile an academic reference list (e.g., works cited or selected bibliography) for your proposal in the professional style of your academic discipline (e.g., APA, MLA, Chicago, etc.)

### FINAL STEPS TO THE DEADLINE:

- The Sabbatical application is now an online form. The form will be open for submissions by the second week of the Fall semester, and a link to the online application will be sent via email. In preparation for completing the online application, advise your dean and department chair that you will be submitting an online application. You may wish to seek letters of recommendation for your Sabbatical application. These letters are not required but are encouraged.
- Meet the **November 3** deadline for submission of the online application using the link provided the second week of the Fall semester.
- Maintain a copy of your request for your personal file. You will need to include a copy of your proposal in your Sabbatical Report.
- If using banked leave:
  - a. Leave must be banked prior to taking Sabbatical.
  - b. Failure to use banked leave reduces salary for the Sabbatical period and STRS retirement credit proportionately.

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### ARTICLE 16: LEAVES OF ABSENCE

- 16.K. Sabbatical Leave: The District fully recognizes sabbatical leaves as a significant means of providing faculty with the opportunity for professional growth and new or renewed intellectual achievement.
- 16.K.1. Purpose: A sabbatical leave is a means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness broadened, and the College's academic program strengthened and developed through formal study, independent study, work experience, or any combination thereof. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. As such, sabbatical leaves are a temporary reassignment from basic assignment duties so that the unit member may instead dedicate his/her time to improving the quality of the education provided by the College.
- 16.K.1.a. Formal Study: A sabbatical leave may be granted for a request involving twelve (12) semester units per term (or equivalent) taken at a regionally accredited institution. Such units must be approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.1.b. Independent Study: A sabbatical leave may be granted for a plan of independent study, research, writing, and/or travel equivalent in time and rigor to sabbatical for formal study. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students. In addition, sabbaticals for independent study must generate tangible products of use to students.
- 16.K.1.c. Work Experience: A sabbatical leave may be granted for contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to the applicant's discipline. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.2.: Application for Sabbatical Leave:
- 16.K.2.a.: The application for sabbatical leave shall include a statement of the relationship between the proposed sabbatical activity(ies) and the applicant's current or prospective service to the College and of the benefit(s) that the District shall accrue because of the leave.
- 16.K.2.b. The application shall be evaluated by the Salary and Leaves Committee, which shall be composed of three (3) faculty members appointed by the Faculty Association, and three (3) managers appointed by the President.
- 16.K.2.c. **The application shall be followed without change unless the applicant secures prior approval of the Committee. Once the sabbatical leave has been approved, any change in plans must be submitted in writing to the Salary and Leaves Committee for prior approval.** Changes beyond the control of the applicant while on leave will not constitute a breach of the sabbatical leave agreement.
- 16.K.3. Eligibility for Sabbatical Leave: Any full-time certificated unit member who has served the District for seven (7) consecutive years in a full-time capacity may apply for sabbatical leave, providing the applicant's anticipated years of employment are at least two (2) times the period of the leave, after return to duty, before retirement. The equivalent of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of adjunct service at the college (30 LHE is equivalent to 1 year) with full-time assignments, if any.

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- 16.K.4. Previous Leave Computation: Military leave or leave previously approved by the Board shall not be deemed a break in continuity of service, but the period of such leave shall not count in computing the seven (7) consecutive years required under Section 16.K.3. One (1) semester of full-time employment in the District shall be counted as one-half year of service.
- 16.K.5. Length of Sabbatical Leave: Sabbatical leave shall be granted for not more than two (2) full terms or less than one (1) full term for 10-month unit members. Unit members with 11- or 12-month contracts shall be granted sabbatical leaves for a period that is equivalent to a full year's assignment or for a half year, as determined appropriately for the 11- or 12-month assignment. If a unit member is granted a sabbatical leave for one (1) or two (2) terms or a full or partial portion of an 11- or 12-month assignment, this shall be construed as fulfilling his/her entire entitlement to sabbatical leave privileges until he/she shall have served another seven (7) years as a certificated employee of the District. In certain limited circumstances based on specific and demonstrated need to the applicant's program, approval may be granted for an applicant to take the leave over a two-academic-year period. The applicant will be required to designate, upon application, the specific terms he/she desires within the two-academic-year period and to explain clearly and in detail the time requirements of the proposed sabbatical activity(ies).
- 16.K.6. Application for Sabbatical Deadline: Applicants for sabbatical leave shall file a written request, through the Salary and Leaves Committee and following appropriate procedures, with the Board by the end of the tenth (10<sup>th</sup>) week of the fall semester immediately preceding the fiscal year during which the sabbatical leave is to be granted.
- 16.K.7. Recommendation: The unit member requesting the sabbatical leave shall secure the recommendation of his/her department chairperson and the appropriate administrator before submitting his/her application to the appropriate Vice President for recommendation prior to submitting the completed application to the Salary and Leaves Committee for its review.
- 16.K.8. Process for Approval: The Salary and Leaves Committee shall use the following standards in forwarding sabbatical applications to the Board of Trustees.
- 16.K.8.a. Completeness: All applications shall be reviewed for completeness by the Office of Instruction within five (5) working days of the initial submission deadline. If the application is declared to be incomplete (required components not included with the proposal), the applicant shall be notified and have an additional five (5) working days to submit any additionally requested information.
- 16.K.8.b. Criteria: The Salary and Leaves Committee shall propose objective rating criteria which are subject to approval by both the Association and the District. Such criteria shall equally weight the value of the proposed scheduled activities to the College and to the applicant's professional growth/enrichment.
- 16.K.8.c. Notification of Committee Recommendation: The Salary and Leaves Committee shall evaluate all complete proposals and rank only those proposals determined to be acceptable. The Salary and Leaves Committee will forward to the Board of Trustees the proposals recommended by the committee in ranked order. The committee shall send written notification to all applicants regarding the committee's recommendations.
- 16.K.8.d. Approval by Board of Trustees: The Salary and Leaves Committee shall annually submit the prioritized list of unit members recommended for sabbatical leave in sufficient time to be placed on the agenda for a February meeting of the Board of Trustees. The Board shall take action on the list of applicants for sabbatical leaves no later than the second regular Board meeting following the submission of the list. It is the intent of the District to advocate on behalf of ranked sabbatical proposals recommended to the Board.

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- 16.K.8.e. Notification of Board Action: The Salary and Leaves Committee shall send written notification to each applicant regarding the action taken by the Board. In the event that applications recommended by the Committee were not authorized by the Board, these applications will automatically be submitted and re-ranked by the Salary and Leaves Committee the next year along with new applications. The applicant may choose to withdraw his/her proposal for consideration the subsequent year.
- 16.K.9. Return of Applications: All applications not approved for consideration by the Board of Trustees will be returned to the applicants.
- 16.K.10. Limits and Responsibilities while on Sabbatical Leave: Before sabbatical applications can be approved, adequate unit member replacement must be available.
- 16.K.10.a. Unit members on sabbatical leave shall not teach classes at the College while on sabbatical leave unless a class is specifically identified in the application for sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.K.10.b. Unit members on sabbatical leave shall not maintain assignments at the College for reassigned time or grant-related assignments and responsibilities during the leave period unless such assignment is specifically identified in the application for sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.K.10.c. Unit members with sabbatical leaves that include proposed courses as part or all of the sabbatical activities shall communicate in writing with the Salary and Leaves Committee, through the Chair of the committee, any changes in plans for courses that were proposed. Approval must be secured for substitute courses or activities for courses that are found to be unavailable.
- 16.K.11. Written Agreement: Prior to taking a sabbatical leave, the unit member must enter into a written agreement with the Board of Trustees, in which the conditions of the sabbatical leave are clearly stated and mutually agreed upon. Such conditions shall include the requirements of a period of service by the unit member, after conclusion of the leave, which is equal to two (2) times the period of leave, and the submission of a written report which is deemed acceptable by the Salary and Leaves Committee.
- 16.K.12. Compensation: While on sabbatical leave, the unit member shall receive as compensation 80% of his/her basic salary for one full contract year or 80% of his/her salary for one-half contract year. For regular adjunct unit members (3/5 or more), the percent factor shall be applied to the fraction of full-time service performed during the year, immediately preceding the beginning of the sabbatical leave. Compensation shall be based on the basic salary the unit member would have received during the period of the leave had he/she continued in regular service during such period, exclusive of additional pay for extra duty. Whether paid by calendar month or academic month, the unit member on sabbatical leave shall be paid monthly as though the unit member were at work in the District.
- 16.K.13. No Prejudice of Advancement: The fact that a unit member takes a sabbatical leave shall in no way prejudice his/her normal advancement on the salary schedule or level of responsibility.
- 16.K.14. Effect on Retirement Status: A period of sabbatical leave does not affect retirement status provided retirement contributions shall be made for the period of the leave. Retirement contributions shall be made on the basis of the sabbatical leave compensation and in accordance with the Education Code and provisions of the State Teacher's Retirement System.
- 16.K.15. Benefits While on Sabbatical Leave: Full employee benefits shall be paid by the District during the period of sabbatical leave as per Article 8 of this Agreement.
- 16.K.16. Written Sabbatical Report: Each unit member who takes a sabbatical leave shall submit an acceptable written report to the Board through the Salary and Leaves committee. This report will include a

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detailed account of the sabbatical activity(ies) and a statement concerning the benefit and value of the sabbatical activity(ies) to the College and to the unit member's professional growth and enrichment. Procedures and guidelines established by the Salary and Leaves Committee, for the submission of such a report on a completed sabbatical leave, shall be made available to all sabbatical applicants and other unit members upon request. The sabbatical report will be due no later than the first working day of the second academic month of the next academic year.

- 16.K.17. Physical Examination: The Board of Trustees may require a physical examination, at District expense, by a licensed physician or licensed practitioner before and/or after the sabbatical leave.
- 16.K.18. Withdrawal of Sabbatical Application: If a unit member submits a request for sabbatical leave and withdraws it after December 1, he/she shall be prohibited from applying again for a period of two (2) years. This restriction shall not apply if verified and reasonable circumstances force the unit member to withdraw the application.
- 16.K.19. Incomplete Sabbatical Leave: If the sabbatical program is interrupted or terminated because of serious accident, illness, or other unforeseen extenuating circumstances, this shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid the unit member under the terms of the leave agreement provided, however, that the Board of Trustees, through the Salary and Leaves Committee, shall have been notified promptly of the circumstances and has granted approval. If such notification and/or approval is not received, the unit member shall return to duty if capable and shall not be eligible for another sabbatical leave for another seven (7) years.
- 16.K.20. Service After Sabbatical Leave: After return from sabbatical leave, if the unit member does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. In case of death, the member or his/her estate shall not be required to return compensation received from the District during the sabbatical leave, but payment shall cease upon the death of the unit member on leave.





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### APPLICATION FOR SABBATICAL LEAVE - SAMPLE ONLY – NOT FOR SUBMISSION

APPLICATIONS ARE SUBMITTED ONLINE. THIS FORM REPRESENTS THE INFORMATION NEEDED FOR ONLINE SUBMISSION.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Email: \_\_\_\_\_ Ext.: \_\_\_\_\_ Phone (cell/home): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Adjunct Employment at Mt. SAC: \_\_\_\_\_ Accumulated LHE: \_\_\_\_\_

Dates of Full Time Employment at Mt. SAC: \_\_\_\_\_ Dates of last sabbatical: From \_\_\_\_\_ To \_\_\_\_\_

Any Previous Sabbatical Leave(s)? No/Yes If yes, dates: From \_\_\_\_\_ To \_\_\_\_\_

Previous Leave(s) of Absence or breaks in service in the past 10 years?

Yes/No Dates: \_\_\_\_\_ Paid? Yes/No

Length of sabbatical leave requested:

**10 Month:** One semester  Two semesters  **11/12 Month:** Half Year  Full Year

Effective dates for proposed sabbatical leave:

**10 Month:** Fall (year) \_\_\_\_\_ Spring (year) \_\_\_\_\_

**11/12 Month:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Formal Study  Independent Study  Work Experience

Combination (specify) \_\_\_\_\_

I plan to use banked leave to supplement my sabbatical leave.  No  Yes\*

(\*If yes, you must submit a separate "Use Banked Leave" form to your Division office, be approved by your Dean, and received by Human Resources by the third week of the semester preceding your leave.)

#### ATTACHMENTS NEEDED

- A THREE TO FOUR SENTENCE ABSTRACT OF YOUR PLAN FOR PREPARATION OF THE BOARD OF TRUSTEES AGENDA WRITTEN IN THIRD PERSON.
- A COMPREHENSIVE, WRITTEN STATEMENT OF THE PROPOSED SABBATICAL ACTIVITY(IES) INCLUDING:
  - DESCRIPTION OF THE NATURE OF THE ACTIVITY(IES)
  - TIMELINE OF THE ACTIVITY(IES)
  - PROPOSED RESEARCH DESIGN AND METHOD(S) OF INVESTIGATION, IF APPLICABLE
- A STATEMENT OF THE ANTICIPATED VALUE AND BENEFIT OF THE PROPOSED SABBATICAL ACTIVITY(IES) TO THE APPLICANT, HIS/HER DEPARTMENT OR SERVICE AREA, AND THE COLLEGE.
- LETTERS OF RECOMMENDATION (ENCOURAGED).
- ACADEMIC REFERENCE LIST/ WORKS CITED/SELECTED BIBLIOGRAPHY

**Any change or modification of the proposed sabbatical activity(ies) as evaluated and approved by the Salary and Leaves Committee must be submitted (in writing) to the Committee for reconsideration.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Instruction

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# SABBATICAL APPLICATION CONTINUED – SAMPLE ONLY - NOT FOR SUBMISSION

Applicant: \_\_\_\_\_

## ACKNOWLEDGMENT BY THE DEPARTMENT/DIVISION

- The acknowledgment signatures reflect awareness of the sabbatical plan for the purpose of personnel replacement.
- Department chairs and appropriate administrators are required to submit a statement regarding the value of the sabbatical plan to the College, division/department, and individual, directly to the Office of Instruction.
- Applicants must obtain the signatures of acknowledgment prior to submitting application to the Salary and Leaves committee.

### **Department Chairperson:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this leave will not be detrimental to the department. (16.K.7)

### **Division Dean:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this leave will not be detrimental to the department. (16.K.7)

## ACKNOWLEDGMENT OF THE APPROPRIATE VICE PRESIDENT (INSTRUCTION OR STUDENT SERVICES)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Instruction by: \_\_\_\_\_ Date: \_\_\_\_\_

***APPLICATIONS ARE SUBMITTED ONLINE. THIS FORM REPRESENTS THE INFORMATION NEEDED FOR ONLINE SUBMISSION.***



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Applicant: \_\_\_\_\_

For Salary and Leaves Committee use:

Received by Office of Instruction \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Application - Complete/Incomplete?  Complete  Incomplete  
*(If Incomplete applicant is given 5 working days to resubmit)*

Date returned to applicant: \_\_\_\_\_

Due date for resubmission: \_\_\_\_\_

Date resubmission received: \_\_\_\_\_

Complete application sent to individual Committee Members for review: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Reviewed by Committee as a whole:

Action:

- Acceptable
- Conditionally Acceptable with Additional Information
  - Additional information requested. Due back by: \_\_\_\_\_
- Not acceptable – Not recommended to the Board of Trustees

Review of Conditionally Accepted Applications:

- Acceptable
- Not Acceptable – Not recommended to the Board of Trustees

Recommendation:

- Recommended to Board of Trustees  
Ranked as # \_\_\_\_\_ of \_\_\_\_\_ (# of applications)

Notification:

Applicant notified of Committee Action \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Applicant notified of Board of Trustees Action \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Salary and Leaves Committee



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### **PROCEDURES FOR PROCESSING SABBATICAL LEAVE APPLICATIONS**

*(Please refer to the attached calendar for the detailed timeline)*

1. Applications are submitted online. The Office of Instruction will review all online applications for completeness. If an application is determined to be incomplete (required components not included with the proposal), the applicant shall be notified and will have an additional five (5) working days to submit any additionally requested information.
2. Complete applications are copied and distributed to all Committee members.
3. Committee members review and rate each complete application according to the appropriate criteria.
4. Committee members turn in a copy of the rating sheets for each applicant to the Committee chair for tabulation on the Summary Rating Sheets. Copies are to be returned to Committee members after tabulation. Chair provides each Committee member with a copy of the tabulated data on the Summary Rating Sheets. All rating sheets are confidential.
5. The Committee meets and confidentially discusses differences or variations in individual Committee member ratings, and each Committee member makes changes in their ratings as deemed necessary.
6. The Committee identifies applications that are acceptable and those that are unacceptable.
7. Committee members shall rank only those proposals determined to be acceptable.
8. A confidential copy of the Summary Rating Sheets and the Summary Ranking Sheet will be placed on file in the Office of the Vice President of Instruction.
9. A list of acceptable applications, in ranked order, will be forwarded to the Board of Trustees.
10. The Committee shall send written notification to all applicants regarding the committee's recommendations.
11. The Board of Trustees shall take action on the ranked list of acceptable applications for sabbatical leaves no later than the second regular Board meeting following the submission of the list.
12. The Committee shall send written notification to each applicant regarding the action taken by the Board of Trustees.
13. The Committee takes necessary action for any changes in granted sabbaticals, i.e., cancellations, time or proposed activity changes, etc., with any substitutions to be made only before commencement of the leave period.
14. If coursework taken during the sabbatical leave will be used for salary schedule advancement, a Petition for Course Approval for all coursework must be submitted to the Salary and Leaves Committee in addition to the sabbatical leave application.



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### SABBATICAL LEAVE APPLICATION RATING SHEET

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Date: \_\_\_\_\_ # Previous Sabbaticals: \_\_\_\_\_

**Rating Criteria:**

Rating Criteria:	Rating: (0 – 5)	Weight Factor	Total
1. Merit and value of the proposed activity to the instructional program or service areas of the College	X	4.0	=
2. Merit and value of the proposed activity to the applicant's professional growth and enrichment	X	4.0	=
3. Statement from division dean, department chairperson or associate dean, and/or colleagues	X	3.0	=
4. Evidence of planning, preparation, and clarity in the proposal	X	4.0	=
5. Appropriateness of time requested	X	2.0	=
6. Recency of last sabbatical leave (1 point for each year since last leave)	X	1.0	=
7. Number of years of service to the College as an academic employee (1 point for each year beyond the 7 year requirement)	X	1.0	=
8. Number of previous sabbatical leaves (10 points – deduct 1.5 points for each previous semester of leave)	X	1.0	=
<b>TOTAL POINTS:</b>			

**Directions to Committee member:**

- Points shall not be rounded off.
- Regarding criteria 6:  
The equivalence of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of part-time (30 LHE is equivalent to 1 year) with full-time assignments, if any.
- Regarding criteria 6, 7 & 8:  
The Office of Instruction will predetermine this information.

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_



# SALARY AND LEAVES COMMITTEE

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### SAMPLE SABBATICAL LEAVE OF ABSENCE AGREEMENT

*(To be compiled by Human Resources and sent to applicant after approval of Sabbatical Leave)*

This is an agreement between the Mt. San Antonio Community College District (hereinafter referred to as District) and \_\_\_\_\_ (hereinafter referred to as Employee).

The District and Employee agree as follows:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than seven (7) consecutive years of service to the District immediately preceding the granting of the sabbatical leave of absence.
3. Employee has made application for a:  Formal study  Independent study  Work Experience  Combination sabbatical leave of absence.
4. Such leave to take place from \_\_\_\_\_ to \_\_\_\_\_. **SABBATICAL CREDIT WILL BE GIVEN ONLY FOR WORK DURING PRIMARY TERMS.**
5. The provisions of Education Code Sections 87767 through 87775 govern the sabbatical leave of absence.
6. The District shall pay Employee **80% of the employee's current salary** for the period of the leave of absence to be paid in equal monthly payments in the same manner as regular instructors are paid.
7. Employee plans to use banked leave to supplement my sabbatical leave.  No  Yes  
*(Note: If yes, a separate "Use Banked Leave" form **must** be submitted to your Division office, be approved and received by Human Resources by the third week of the semester preceding your leave.)*
8. Employee shall render at least \_\_\_\_\_ years of service therein, equal to twice the length of the sabbatical leave, following Employee's return from leave.
9. The District waives all requirements of furnishing a bond.
10. Employee shall perform service of a professional nature as delineated in the employee's sabbatical leave application as approved.
11. Upon return from the leave, employee shall submit, through the Salary and Leaves Committee, evidence in the form of a written report satisfactory to the Board of Trustees that such service was performed as agreed. This report is due the first working day of the second academic month of the term following the sabbatical leave.
12. Employee shall make no change in the approved sabbatical plan without advance approval of the Salary and Leaves Committee.
13. Employee agrees failure to return to duty or failure to submit a written report satisfactory to the Board of Trustees shall require the employee to reimburse the Mt. San Antonio Community College District any and all monies paid while on sabbatical leave.

Mt. San Antonio CCD

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Date

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### GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS

The following suggestions are made to assist academic personnel in preparing sabbatical leave reports to facilitate acceptance by the Board of Trustees. The Salary and Leaves Committee who review and recommend all sabbatical leave reports prepared these guidelines.

The “Sabbatical Leave Report” is not the “Sabbatical Project.” It is an approximately 10-15-page document that explains and summarizes the activities during the sabbatical leave. A report of activities is required whether the leave was a project, study, travel, or combination. Please see guidelines below.

#### A. In preparing the sabbatical leave report:

1. Remember that the report is a comprehensive and evaluative account of the sabbatical activity(ies) and is required in addition to the submission of a project, confirmation of completion of courses, confirmation of contracted work or externship, or confirmation of a completed plan of independent study, research, writing and/or travel.
2. While on independent study leave that involves travel, faculty should collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to the sabbatical report, where applicable.
3. While on leave, maintain a record of sabbatical activities to be included in the sabbatical report.
4. Before writing the report, consider discussing the report with colleagues who have completed recent sabbaticals and with members of the Salary and Leaves Committee.
5. The report shall include a clear description of the research design and method(s) of investigation, if applicable.
6. The report shall include verification of units completed (transcripts or letter of completion by the instructor, if applicable).
7. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.
8. A clear distinction should be made between personal opinion, empirical results, and results based on true research of systems, theories, and data, etc.
9. The independent study report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.
10. The faculty member reporter should maintain a complete copy of the sabbatical report in his/her personal file.
11. The faculty member reporter must submit an electronic copy of the report to the Salary and Leaves Committee by the first work day of the second month of the school year following the sabbatical leave.

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### B. Sabbatical Leave Report FORMAT:

1. Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling, and punctuation.
2. One (1) electronic copy shall be emailed to [lmartinez@mtsac.edu](mailto:lmartinez@mtsac.edu).
3. The report shall have adequate margins and be doubled spaced for ease of reading.
4. The report shall include proper citations, if applicable.
5. Pages shall be numbered consecutively, in a professional manner, consistent with the typeface used in the report.

### C. The Sabbatical leave report shall include:

- Title page
- Table of contents including headings, listings, data, plates or illustrations, maps, charts, etc.
- Copy of the sabbatical leave application proposal
- Statement of purpose
- Body of report (approximately 10 – 15 pages)
- A detailed record of sabbatical activities
- Conclusions (summary concerning the benefit and value to the College and to the unit member's professional growth.)
- Project (if appropriate)
- Appendix (index, bibliography, and other appendages)
- Abstract of Sabbatical Leave to be submitted to the Board of Trustees written in third person.





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### TENTATIVE CALENDAR FOR PROCESSING SABBATICAL LEAVE REPORTS

Upon return from sabbatical leave, and not later than the first working day of the second school month of the next school year, the employee shall submit a written report regarding his/her sabbatical leave to the Board of Trustees through the Salary and Leaves Committee.

1. Faculty submit the electronic report to the Salary and Leaves Committee via the Vice President of Instruction's office by no later than the first work day of the second school month. (i.e., September 1, 2016, for a 2015-16 sabbatical leave.)
2. Salary and Leaves Committee reviews reports by mid-October.
3. Notification regarding recommended revisions is sent to faculty by mid-November.
4. Corrected reports are resubmitted to the Salary and Leaves Committee by the first College work day in January.
5. The Salary and Leaves Committee recommends satisfactory reports.
6. The Salary and Leaves Committee sends an abstract of the approved reports to the Board of Trustees for acceptance at the March Board meeting.
7. The Board will take action.
8. The Salary and Leaves Committee chairperson will notify the employee of the Board's action.



# SALARY AND LEAVES COMMITTEE

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### COMMITTEE MEMBERS CHECKLIST FOR REVIEWING SABBATICAL LEAVE REPORTS

Sabbatical Recipient: \_\_\_\_\_ Date Received: \_\_\_\_\_

Completed Sabbatical Report must include the following:

		Meets	Does not meet	N/A	
<input type="checkbox"/> Table of contents (headings, listing, data, illustrations, etc.)	A.				Comprehensiveness
<input type="checkbox"/> Copy of sabbatical application proposal	B.				Examples of pertinent materials
<input type="checkbox"/> Statement of purpose	C.				Clear description of research design and methods of investigation (if applicable)
<input type="checkbox"/> Presentation of Sabbatical project	D.				Verification of course work units completed
<input type="checkbox"/> Pages numbered consecutively	E.				Substantiates conclusions, cites research or other sources of data
<input type="checkbox"/> Submission by deadline	F.				Distinguishes between personal opinion, empirical results, research, theory
<input type="checkbox"/> Pertinent appendices	G.				Uses scholarly approach with attention to detail
<input type="checkbox"/> Footnotes (if applicable)	H.				Detailed record of the sabbatical activity(ies)
<input type="checkbox"/> Professional appearance and polished grammar	I.				Statement concerning the benefit and value of the sabbatical activity(ies) to the College
<input type="checkbox"/> <del>One (1) printed document and one (1) electronic via email.</del>	J.				Statement concerning the benefit and value of the sabbatical activity(ies) to the unit member's professional growth
<input type="checkbox"/> Abstract of Sabbatical Project for Board Report written in third person.					

**Notes:**

Comments by Committee Member:

Recommendations by Committee Member:

- Accept as submitted     
  Accept with modifications noted     
  Not acceptable (Needs full Committee review)

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date



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### APPLICATION TO USE BANKED OVERLOAD HOURS

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

A#: \_\_\_\_\_ Department: \_\_\_\_\_

**REQUEST FOR LEAVE OF ABSENCE**  
*(Must be received in HR by Monday of 3rd week of semester preceding the semester of leave.)*

**Pending the approval of my request to take a sabbatical leave**      Session      Year      #LHE  
I request to take Banked Leave for the following:       Fall       Spring      \_\_\_\_\_      \_\_\_\_\_

I certify that I have banked enough time to qualify for leave as requested.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMINISTRATION APPROVAL:

I certify that this leave will not be detrimental to the department.

Leave approved:

Dean: \_\_\_\_\_  Approved  Denied      Date: \_\_\_\_\_

Vice President: \_\_\_\_\_  Approved  Denied      Date: \_\_\_\_\_

[Forward signed form to Human Resources]

Board of Trustees:  Approved  Denied      Date: \_\_\_\_\_

<b>Human Resources Certification:</b>		
Current banked hours: _____	Approved LHE to use: _____	Banked LHE Balance: _____

**REQUEST FOR PAY FOR BANKED HOURS**  
I am separating from Mt. San Antonio College due to:       Resignation       Retirement

I wish to be paid for banked hours as indicated below at the part-time rate in effect at the time of separation from the District.  
(See Banking Leave section in current contract.)

<b>Human Resources Certification:</b>					
Banked hours: _____	LHE	X	\$ _____	Current Rate =	\$ _____ Total

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Human Resources
- Payroll
- Division Dean
- Employee