## Metropolitan Community College

### Sabbatical Leave Handbook

## for

**2017-18 Academic Year**

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**Sabbatical Leave Process and Timeline for 2017-18 Academic Year Sabbaticals**

October Sabbatical leave application notice e-mailed to all full-time faculty and counselors

November-early Faculty member/counselor stops by Human Resources for eligibility

December verification/signature

December 9 Completed sabbatical leave applications (Verification of Eligibility & Transmittal Sheet and application form) due in the office of the area Vice President—Vice President for Academic Affairs (faculty) and the Vice President for Student Affairs (counselors)

December 12 - Vice President for Academic Affairs and Vice President for

January 6 Student Affairs appoint a Sabbatical Leave Committee (see page 2) and arrange to have the application packets copied for committee use

Academic Affairs/Student Affairs provides Human Resources with the leave committee roster.

January 27 Sabbatical Leave Committee forwards ranked applications to the Vice President for Academic Affairs and the Vice President for Student Affairs for further disposition

February 10 Vice President for Academic Affairs and Vice President for Student Affairs forward their recommendations to the President

March 3 President reviews materials and recommendations. Original packets are returned to Human Resources for inclusion in the employees’ personnel files

March 6 Unsuccessful candidates notified that their application has been denied

March 28 President submits recommendations to the Board of Governors for approval or disapproval

March 29 Notification of approval sent to the successful candidates

**Metropolitan Community College**

**Sabbatical Leave Application Instructions**

# Eligibility Criteria

The purpose of sabbatical leave is to give faculty members/counselors the opportunity to secure additional education, training, or experience which will aid them in carrying out their College assignments, support the professional development of the faculty/counselors and the development needs of instructional/service areas, and complement the planned priorities of the College mission. In all cases, there must be a direct benefit for students. In order to be considered for a sabbatical, the faculty member/counselor must first meet the following criteria:

* hold a full-time, continuous appointment as an instructor or counselor.
* have worked continuously (excluding summer sessions for 177-day/9 month contracts) in a College-assigned capacity for a period of six (6) consecutive academic years (meaning fall, winter, and spring) **and** have completed a minimum of eighteen (18) quarters of actual service from the date of hire or since the last sabbatical was completed. In other words, any work performed during the academic year in which the employee wants a sabbatical cannot be used to meet the work eligibility requirement. See eligibility examples below.
* Note: The six (6) year service requirement refers to service at MCC as a full-time instructor or counselor. Employment in any other non-faculty or non-counselor position does not count toward the six (6) year service requirement.
* have demonstrated satisfactory performance as documented through the College’s performance evaluation system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERM** | **EXAMPLE #1** |  | **TERM** | **EXAMPLE #2** |
| 2011-12 | Year 1 - taught 3 quarters |  | 2011-12 | Year 1 - taught 2 quarters - winter & spring |
| 2012-13 | Year 2 - taught 3 quarters |  | 2012-13 | Year 2 - taught 3 quarters |
| 2013-14 | Year 3 - taught 3 quarters |  | 2013-14 | Year 3 - taught 3 quarters |
| 2014-15 | Year 4 - taught 3 quarters |  | 2014-15 | Year 4 - taught 3 quarters |
| 2015-16 | Year 5 - taught 3 quarters |  | 2015-16 | Year 5 - taught 3 quarters |
| 2016-17 | Year 6 - taught 3 quarters |  | 2016-17 | Year 6 - taught 3 quarters |
| 2017-18 | Eligible for a sabbatical |  | 2017-18 | Not eligible for a sabbatical until 2018-19;  meets the 6 year requirement but not the  18 quarters requirement. |
|  |  |  |
|  |  |  |

**INSTRUCTIONS:** The application must be typed and the packet must include the items described below. [*Please note that the applicant is responsible for contacting Human Resources in order to have the sabbatical eligibility section of the application completed. This task is to be completed prior to submitting the proposal for review.*] The original application and supporting documents (forms and attachments) are to be submitted to the applicant’s area Vice President—Vice President for Academic Affairs (faculty) and the Vice President for Student Affairs (counselors). Refer to the attached timeline for deadline dates. Note: Applications are not carried forward; applicants must resubmit their proposals each year.

**Resume** - Include a resume and a listing of any other information related to professional accomplishments or other items relevant to appraising the proposed sabbatical application.

**Abstract** - Present a clearly stated summary of the project to be accomplished in no more than four to six typed sentences.

**Application** - Explain the project in terms that a reader from outside your field can understand. In no more than five pages (single-spaced) or ten pages (double-spaced), specify:

a) Work to be accomplished - Describe specifically what you plan to do during the sabbatical leave. Where will you do the work? Identify persons (if any) with whom you will work. Include an estimated schedule for the major steps of your project, explain how you will accomplish the objectives in the time frame given, and explain the appropriateness of these objectives to the project.

b) Purpose and significance - Provide a clear, concise statement about the project. Describe specific objectives and outcomes.

c) Projected results - Specify the tangible results—evidence of completion—your project will have, the form they will take, and how or where the results will be shared with others. Detail how the proposed results match the stated objectives.

d) Justification - Provide detailed responses to the following questions:

* How is this project more appropriate for sabbatical leave rather than as a special project compensated with a stipend or release time? It is recommended that you discuss your proposal with your immediate supervisor to determine the relevance and appropriateness of your project for a sabbatical leave.
* How will the sabbatical benefit students, your program/content area or service programs, and the College as a whole?
* How does the purpose of the sabbatical relate significantly to your professional assignment as related to courses taught or students served?
* How does the sabbatical project relate to the mission and goals of the College?
* How will the sabbatical enhance your professional development and support your professional competence?
* Is the length of the leave appropriately proportionate to the scope of activities and the intent of the work plan?
* Generally speaking, describe the value of your request to the College keeping in mind the need to justify time away from students and the cost to the College.

e) Summary of previous sabbaticals - Describe the nature and purpose of your previous project(s) and outline the benefits the College received as a result of your sabbatical.

# Sabbatical Leave Committee and Selection Criteria

A Sabbatical Leave Committee composed of the supervisors of those faculty/counselors who are requesting a sabbatical or other representatives selected by the Vice President for Academic Affairs (faculty) or the Vice President for Student Affairs (counselors) will review and rank all sabbatical leave requests. Late or incomplete applications will not be accepted. In addition, the committee may request additional written or oral explanations of proposals. The committee shall rank each eligible candidate who has applied for sabbatical leave in terms of the criteria stated.

The rank-ordered recommendations of the Sabbatical Leave Committee will be submitted to the Vice President for Academic Affairs (faculty) or the Vice President for Student Affairs (counselors) who will review and recommend approval or disapproval. These recommendations will be reviewed by the President. Final approval rests with the Board of Governors. During a fiscal year, no more than an aggregate total of twelve (12) quarters of sabbatical leave may be allowed.

The criteria to be considered when the Sabbatical Leave Committee evaluates an applicant's request for sabbatical leave include but are not limited to:

a) Relevance of the proposal as it relates to the professional development in the individual's area of primary responsibility and improvement of classroom instruction.

b) Evidence that the objectives of the sabbatical leave will contribute to the attainment of the College’s mission, goals, and objectives.

c) Merit of the reasons for desiring a sabbatical leave. Do such reasons indicate a direct benefit to students?

* Is the experience to be gained directly related to the applicant's job responsibility?
* Is there sufficient value to the College, the faculty/counselors, and the students in order to justify the cost?
* Are the proposed objectives appropriate to the project?
* Does this experience relate to one of the College's current or future priorities?

d) Ease or difficulty in providing a replacement.

e) Number of previous sabbaticals taken.

f) Length of time the proposer has been in full-time service with the College.

g) Evidence that attainment of the objectives of the sabbatical leave are realistic in terms of time, costs, and staff member's ability to achieve goals based on past experiences and formal educational background.

h) Evidence of completion is clearly described and matches the objectives of the sabbatical.

i) College financial constraints.

**Miscellaneous Information**

1. Sabbatical leave is not a matter of right upon gaining eligibility; rather, the granting of a sabbatical leave is a matter of discretion at the various levels of recommendation and is at the final discretion of the Board of Governors. To meet the instructional/service needs of the College, the Vice President for Academic Affairs and the Vice President for Student Affairs reserve the right to deny or modify sabbatical requests. Rejection of sabbatical requests or proposals is not grievable.
2. Any changes in the proposal require prior approval of the Vice President for Academic Affairs (for faculty) and the Vice President for Student Affairs (for counselors).
3. The Board of Governors shall determine the beginning and end dates of all sabbatical leaves. Sabbaticals may be taken for one, two, or three quarters; however, three-quarter sabbaticals are reserved for those faculty/counselors wanting to return to school full-time in order to secure an additional degree that has relevance to the individual’s position at the College or receiving special consideration by the President. The compensation rate is determined by the number of quarters taken: one quarter at full pay, two quarters at two-thirds (2/3) pay, or three quarters at one-half (1/2) pay.
4. The successful applicant must have a ranking average of at least 7.0 (See *Scoring Form for Sabbatical Leave Applications*) to be considered by the Vice President for Academic Affairs or the Vice President for Student Affairs.
5. Faculty/counselors granted leaves will be required to sign an agreement that if they fail to return to the College at the end of sabbatical leave for the specified period of time (1 quarter = 1 academic year of service, 2 quarters = 2 academic years of service, and 3 quarters = 3 academic years of service), they must make restitution to the College for the salary paid during the sabbatical leave.

Restitution will not be required in the case of faculty/counselors who are approved for disability benefits, faculty/counselors who are non-renewed, reduced in force, or dismissed, or in the case of the death of a faculty member/counselor while on sabbatical leave or within the first academic year after return from such leave.

1. During the period an employee is on sabbatical leave, he/she will continue to receive insurance benefits that are provided other employees of the same category if allowed by the insurance company. Retirement contributions will be based on the employee’s sabbatical salary. During the sabbatical leave, the employee may not accumulate or use sick leave, or accumulate personal leave or credit for another sabbatical leave.
2. An instructor drawing sabbatical compensation from the College may hold a scholarship, grant-in-aid, or College approved faculty exchange. No other compensatory employment during the period of leave is allowed except as may be approved by the President of the College.
3. Within thirty (30) days after return to duty, each sabbatical recipient shall submit a final sabbatical report including a summary of the faculty member’s/counselor's activities while on sabbatical and a description of the resulting benefits to the faculty member/counselor, the College, and its students. Said report shall be filed with the Vice President for Academic Affairs (faculty) or the Vice President for Student Affairs (counselors) with copies sent to the individual’s supervisor and Human Resources. For those taking a three-quarter education sabbatical, transcripts will be required once the coursework is completed.

At the conclusion of the sabbatical experience each sabbatical recipient is expected to give a short presentation to the Academic Council and to the Board of Governors at a designated meeting. Details will be provided to the recipients prior to the expected presentation dates.

1. To assist with annual scheduling, all sabbaticals will be reflected as 16.5 ECH for each quarter the faculty member is on sabbatical. Special circumstances for load adjustments need to be submitted to the Vice President for Academic Affairs.
2. The original signed application and supporting documents (forms and attachments) will be stored in Human Resources in the employees’ personnel files.

**Report on Sabbatical Leave**

Instructions: Provide a brief summary (no more than five single-spaced pages) of the activities conducted during your sabbatical leave. This summary should include:

Abstract - In approximately 60-100 words, using clear and concise language that would be easily understood by a lay person, write an abstract that summarizes the other sections of the report: *Purpose, Accomplishments, Impact on Teaching/Student Services, Specific Products or Outcomes.*

Purpose - Restate the original goals for the project and specify any new objectives that emerged in the course of the project.

Accomplishments - Describe your activities during the sabbatical leave. Be specific about the extent to which the original goals were or were not achieved and what unanticipated achievements have resulted. Describe how your activities and accomplishments will contribute to your own scholarly development and how they will benefit the students, educational or service programs, or the College as a whole.

Impact on Teaching/Student Services - Specify the improvements in your teaching or in the delivery of student services that will occur as a result of your leave. For example, will there be new lecture notes, a textbook, new techniques, a technology enhancement? Which courses or services will be affected by these improvements? Be specific with course titles and number of students affected.

Specific Products or Outcomes - List books, papers in press or under review, a book prospectus, grant applications, exhibitions, invited talks, convention presentations, etc.

**METROPOLITAN COMMUNITY COLLEGE**

**VERIFICATION OF ELIGIBILITY & TRANSMITTAL SHEET**

**SABBATICAL LEAVE APPLICATION – 2017-18 ACADEMIC YEAR**

**Verification of Eligibility - to be completed by the Human Resources Office**:

Date of full-time employment Date last sabbatical ended

Eligible Not Eligible Number of previous sabbaticals

Authorized Signature Date

Please note that the applicant is responsible for contacting the Human Resources Office in order to have the sabbatical eligibility section of the application completed. This task is to be completed prior to submitting the proposal for review.

**Before completing the application, please read the *Sabbatical Leave Application Instructions* located in the *Sabbatical Leave Handbook*.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: | |  | | | | | | | PID |  | | |
|  | | | | | | | | | | | | |
| CAMPUS ADDRESS: | | |  | | | | CAMPUS PHONE: | | | |  | |
|  | | | | | | | | | | | | |
| PROFESSIONAL ASSIGNMENT: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| Requesting a sabbatical leave for: | | | | | | Application is for the following quarters: | | | | | | |
|  | One quarter at full-pay | | | |  |  | | Summer, 2017 | | | |  |
|  | Two quarters at two-thirds pay | | | |  |  | | Fall Quarter, 2017-18 | | | |  |
|  | Three quarters at half-pay | | | |  |  | | Winter Quarter, 2017-18 | | | |  |
|  |  | | | |  |  | | Spring Quarter, 2017-18 | | | |  |

If granted the requested sabbatical leave, I agree to return to full-time service in the College for the required period of time (1 quarter = 1 academic year of service, 2 quarters = 2 academic years of service, and 3 quarters = 3 academic years of service). Should I fail to do so, I will reimburse the College for the salary paid during the leave period, and the College may deduct and withhold same from any wages or any other monies or property otherwise due to me from the College. I also agree to submit a written report of my sabbatical activities in accordance with the directions in the sabbatical leave handbook.

Applicant's Signature Date Signed

**METROPOLITAN COMMUNITY COLLEGE**

**SABBATICAL LEAVE APPLICATION – 2017-18 ACADEMIC YEAR**

NAME: PID #:

**INSTRUCTIONS:** The application must be typed and the packet must include a current resume and a completed/signed transmittal sheet and application. The original application and supporting documents (forms and attachments) are to be submitted to the applicant’s area Vice President—Vice President for Academic Affairs (faculty) and the Vice President for Student Affairs (counselors).

**Abstract** - Present a clearly stated summary of the project to be accomplished in no more than four to six typed sentences.

**Application** - Explain the project in terms that a reader from outside your field can understand. In no more than five pages (single-spaced) or ten pages (double-spaced), specify:

a) Purpose and significance - Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project.

b) Work to be accomplished - Describe specifically what you plan to do during the sabbatical leave. Where will you do the work? Identify persons (if any) with whom you will work. Include an estimated schedule for the major steps of your project, explain how you will accomplish the objectives in the time frame given, and explain the appropriateness of these objectives to the project.

c) Projected results - Specify the tangible results--evidence of completion--your project will have, the form they will take, and how or where the results will be shared with others. Detail how the proposed results match the stated objectives.

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* How will the sabbatical benefit students, your program/content area or service programs, and the College as a whole?
* How does the purpose of the sabbatical relate significantly to your professional assignment as related to courses taught or students served?
* How does the sabbatical project relate to the mission and goals of the College?
* How will the sabbatical enhance your professional development and support your professional competence?
* Is the length of the leave appropriately proportionate to the scope of activities and the intent of the work plan?
* Generally speaking, describe the value of your request to the College keeping in mind the need to justify time away from students and the cost to the College.

e) Summary of previous sabbaticals - Describe the nature and purpose of your previous project(s) and outline the benefits the College received as a result of your sabbatical.

Applicant's Signature Date Signed

# ADMINISTRATOR COMMENTS AND RECOMMENDATIONS

**REGARDING APPLICATION FOR 2017-18 SABBATICAL LEAVE**

Applicant's Name

**Directions**: The Sabbatical Leave Committee will evaluate this applicant's request for sabbatical leave using the criteria outlined on the attached *Sabbatical Leave Application Instructions* form. Please comment on the merits of the proposal relative to each of these criteria. Attach additional sheets if necessary.

# PROCESS FLOW

|  |
| --- |
| We have reviewed this request for sabbatical leave and have ranked it out of applications.    Sabbatical Leave Committee Chairperson Date |

|  |
| --- |
| I have reviewed this request for sabbatical leave and recommend the following:  I recommend this application be considered for sabbatical leave.  I do not recommend this application be considered for sabbatical leave.\*\*    Vice President for Academic Affairs or Date  Vice President for Student Affairs |

|  |
| --- |
| I have reviewed this faculty member's/counselor's request for sabbatical leave and recommend the following:  I recommend this application be approved for sabbatical leave.  I do not recommend this application be approved for sabbatical leave.\*\*    President Date |

\*\*Please attach comments on a separate page.

**SCORING FORM FOR 2017-18 SABBATICAL LEAVE APPLICATIONS**

Applicant Name: Date:

Number of Years of Full-time Service with MCC: Number of Sabbaticals Previously Taken:

1. 9 8 7 6 5 4 3 2 1

Plan of work will greatly benefit Plan of work does not significantly

students, educational programs benefit students, educational

or staff/colleagues programs or staff/colleagues

2. 9 8 7 6 5 4 3 2 1

Plan of work will greatly enhance Plan of work suggests little which

applicant's background and improve would enhance applicant's background

professional competence or improve professional competence

3. 9 8 7 6 5 4 3 2 1

Plan of work relates significantly Plan of work does not relate significantly

to applicant's professional assignment to applicant's professional assignment

4. 9 8 7 6 5 4 3 2 1

Breadth and depth of the project Breadth and depth of the project not

appropriate for sabbatical leave rather appropriate for sabbatical leave rather

than the regular teaching year than the regular teaching year

5. 9 8 7 6 5 4 3 2 1

Proposed objectives are significantly Proposed objectives are inadequately

delineated and appropriate to the project delineated and inappropriate to the

project

6. 9 8 7 6 5 4 3 2 1

Proposed evidence of completion is clearly Proposed evidence of completion is not

delineated, matches objectives, and appropriate adequately delineated, does not match

to the project objectives, and is not appropriate to the project

7. 9 8 7 6 5 4 3 2 1

Proposed time line and activities in plan of Proposed time line and activities in plan

work are spelled out and appropriate to the of work are not spelled out and are not

project appropriate to the project

8. 9 8 7 6 5 4 3 2 1

Scope of activities and intent of plan of Scope of activities and intent of plan of

work highly proportionate to length work not in proportion (too little, too

of leave much) to length of leave

9. 9 8 7 6 5 4 3 2 1

Project relates to the mission and goals Project does not relate to the mission

of the College and goals of the College

10. 9 8 7 6 5 4 3 2 1

Project exhibits sufficient value to justify Project does not exhibit sufficient value

the cost to justify the cost

**RANKING AVERAGE =**  (Total Score **÷** 10 = Ranking Average)