Sabbatical Leaves

a. Purpose of Sabbatical Leave Program

Sabbatical leaves are granted by the Board of Trustees in order to insure that the College will maintain the quality of faculty and educational programs available to students. Every sabbatical activity should have as its basic element programs that will improve the instructional, counseling, or other educational activity of the college. The sabbatical is an important means by which the vital faculty member increases his or her knowledge and keeps abreast of developments in his or her field. The sabbatical leave is a valuable academic tradition because it enhances instructional expertise and professional development and because it serves to revitalize college programs.

b. Distribution

All departments of the college shall be given equal consideration in determining distribution of sabbatical leaves. Leaves shall be so balanced among the faculty as to preserve departmental continuity.

c. Term of Leave

A sabbatical leave may be for one year (two consecutive semesters) or for one semester. If the two consecutive semesters fall within two fiscal years (that is, if the sabbatical is taken in the spring and fall of the same calendar year), the leave may be approved in concept, but funding approval shall be for only one fiscal year. The portion of the sabbatical which falls within the next fiscal year shall be considered for funding during that fiscal cycle, but the sabbatical leave will be counted, in computing percentages, only as belonging to the year when the first semester's leave was taken. All sabbaticals will be completed in the same fiscal year whenever possible.

d. Compensation

Faculty members on sabbatical leave for one semester shall receive 85 percent of their normal salary, and those on leave for one year shall receive 75 percent of their normal salary. When sabbatical leaves-of-absence salaries are computed the member on sabbatical leave shall receive such changes in salary ratings as would have been received had the member remained in active service. Members on sabbatical leave shall advance normally on the salary schedule.

Faculty members on sabbatical leaves shall be paid at the same intervals as they would for normal service. Special arrangements shall normally be made only for those members who are out of the continental limits of the United States. If the employee wishes to receive compensation while on leave, the Board of Trustees shall require a written agreement indemnifying the Board of Trustees against loss in the event that the faculty employee fails to render at least one (1) year of service in the employ of the District for each semester of sabbatical leave. The agreement shall be for a sum equal to the amount of salary to be paid the member on leave.
If an individual receives taxable compensation for the activity described in his or her sabbatical leave proposal, the sabbatical funding shall be decreased by that amount of income which raises the gross total taxable compensation above the level of the faculty member's regular full-time service compensation. If a grant replaces the salary, even though it may not be taxable, then such money shall be deducted from the amount of sabbatical pay. Applicants planning to engage in paid activities or in unusually time-consuming activities beyond the scope of the sabbatical proposal should inform the committee of these plans in the application. If the applicant makes such plans only after the application process is completed, he or she should so inform the sabbatical leave committee at the time the plans are formed; the applicant's written statement will be appended to his or her sabbatical leave application in the Academic Senate files.

e. Eligibility

Faculty members having six (6) full, consecutive years of contractual service at Santa Barbara City College, or fractions of years of contractual continuous service which total six (6) full years, shall be eligible for sabbatical leave. Up to a maximum of two years of service in an administrative position may be counted toward the six years of contractual service required. A leave of absence does not count as a break in service in calculating sabbatical leave time; nor does it accrue toward a sabbatical.

f. Application for Leave

Application for sabbatical leave shall be directed to the Sabbatical Leave Committee or to the President of the Academic Senate before the end of the sixth week of the fall semester. Should an application be denied for lack of an acceptable plan, the applicant shall be given an opportunity to improve his or her plan and to resubmit his or her application within a period of two weeks from the date of notification that his or her plan is not acceptable.

g. Criteria for Selection

The primary consideration for granting a sabbatical leave shall be its benefit to the educational programs of the College. The sabbatical leave committee will evaluate all applications according to the following three categories and will attempt each year, where quality permits, to grant some leaves from each category.

Category I:

The activity proposed relates to the long-range needs of the college and/or the department.

Each application in this category must demonstrate how the proposed activity relates to departmental, interdepartmental, or college-wide plans. It may involve planning, implementing, or evaluating programs which have a direct impact on instruction or services to students.
Category II:

The proposal is to retrain faculty for new areas of teaching competence.

This category includes sabbatical applications from faculty who must prepare to teach in a new area because of changes in enrollment patterns.

Category III:

The proposal is to expand the knowledge, competence and effectiveness of the faculty member in his/her own field of teaching.

In this category are those applications whose purpose is the direct improvement of instruction through activities designed to improve the faculty member's knowledge of the most recent developments in his/her teaching field, to develop competence in a different area within the member's teaching field, or to prepare curriculum materials to be used in his/her own classes.

To the extent that reference is made to departmental or college-wide long term plans or needs, documentation should be included in the form of letters, statements, from department or division chairpersons or the Instruction Office.

The sabbatical leave committee will forward to the Professional Growth Committee any sabbatical application which proposes an activity that might be better carried out by other means of college support. The Professional Growth Committee can provide funds for such things as released time from regular teaching assignments, attendance at conferences and workshops, and visits to other college campuses.

h. Format for Applications

Each application for sabbatical leave must begin with a description, as detailed as possible, of the proposed activity. This section of the proposal must also indicate specifically how the activity satisfies one of the three criteria described in the paragraph section g. Then the applicant should answer the following questions as fully as possible.

1. Are there any factors which make it desirable that the leave be taken in the coming year rather than another time?

2. How is the requested length of leave appropriate to the scope of the proposal?

3. Has the applicant carefully and thoroughly calculated the expenses of his/her sabbatical leave project, inclusive of travel and daily living costs, with attention to how they are to be met? Is the project financially feasible?

4. Should Explain why the proposal should not be a part of the faculty member's ongoing responsibility, therefore not requiring a leave.

5. How is the applicant professionally qualified for the proposed program?
5. 7. Does the applicant have access to the necessary materials and facilities?

6. 7. Did the applicant’s prior sabbatical satisfy its stated purpose? Attach a copy of the last sabbatical leave report.

7. 9. Can departmental continuity be assured if this sabbatical is granted?

8. 9. Will the applicant earn an income in addition to receiving sabbatical pay? If yes, please explain.

9. 10. Will the applicant be engaged in any unusually time-consuming community activity in addition to that included on the proposal?

10. 10. If the proposal includes travel, is the travel component clearly necessary to the sabbatical project?

\[\text{i. Notification}\]

Action shall be taken on sabbatical leave applications by the members of the Sabbatical Leave Committee, the Representative Council, the Superintendent/President, and the Board of Trustees by December 15 each year. Final approval shall be contingent upon fiscal conditions. A decision shall be made as soon as possible but no later than the end of the Spring semester prior to the academic year when the sabbatical leave is to be taken.

\[\text{j. Replacement}\]

Replacement for faculty members on sabbatical leave shall be obtained in one or more of the following ways:

1. Part-time hourly replacements.
   a) Internally, by colleagues teaching an additional course for hourly pay. No teacher shall teach more than 6 TLU's of such additional work per semester. This instruction shall be on a voluntary basis only.
   b) Externally, hiring replacements on an hourly basis.

2. If replacements cannot be made on an hourly basis, consideration will be given to replacement on a temporary contract.

The applicant and the departmental chairperson will indicate on the application form what sort of replacement is planned. The Dean of Instruction will keep the committee informed of the final decision about the mode of replacement and that information will be filed with the applications of those sabbaticals that have been approved by the Board of Trustees. The mode of replacement shall be decided upon before the end of the semester which precedes the sabbatical leave.

\[\text{k. Interruption of or Failure to Complete Leave Program}\]

 Interruption of the program of study or research caused by serious accident or illness during a sabbatical leave, evidence of which is satisfactory to the Superintendent/President, shall not prejudice an employee regarding the fulfillment of conditions concerning study or research on which the sabbatical leave was granted nor affect the amount of compensation to be paid.
In the event of a long-term illness, an employee may submit a request to the Superintendent/President to have his/her status changed from sabbatical leave to sick leave as defined in district policy section 2022.5.

However, failure to fulfill the agreed-upon and approved program in the absence of such extenuating circumstances as serious accident or illness, may result in action by the District requiring repayment of the sabbatical salary, in part or in full.

ⅰ. 1: Changes of Proposal

Since sabbatical leave applications are carefully screened and evaluated before approval, it is expected that a faculty member shall fulfill his/her sabbatical project as proposed. If extenuating circumstances should necessitate a change, however, the faculty member is expected to resubmit a proposal in the form of the original for that portion of the project to be revised. The revised proposal must clearly show that the change is commensurable to the original, and a clear explanation of the conditions necessitating the change must be included. This revised proposal must be received by the Sabbatical Leave Committee at least one (1) month before the beginning of the semester for which the revision is requested. Proposed revisions submitted during the summer should be presented to the President of the Academic Senate, or designee, for consideration by the summer Representative Council.

ⅰ. m. Return to Service

At the expiration of the sabbatical leave, the faculty member shall, unless he/she otherwise agrees in writing prior to the beginning of his/her leave, be reinstated in a position equivalent in duties to that held by him/her at the time of granting of the leave. The employee is obligated to render at least one (1) year of service (for each semester of leave) to the Santa Barbara Community College District following his/her return from sabbatical leave.

ⅰ. n. Sabbatical Project Report

Upon returning from leave, and within four months after resumption of duties, the faculty member shall submit a preliminary copy of the sabbatical leave report to the Sabbatical Leave Committee for review and approval. Upon approval by the Committee the report shall be returned to the faculty member to make two final copies to be submitted to the Academic Senate Secretary. The secretary shall forward one copy to the Superintendent/President for circulation to the Board of Trustees. This copy shall eventually be placed in the Academic Senate files. The second copy shall be filed in the library.

The report should be composed after the following format:

Part I, a copy of the original project proposal; Part II, a substantive and detailed description of the achievement of all pertinent areas from Sections 1 and 2 of Criteria for Selection; Part III, tangible items resulting from the project (books, articles, creative endeavors, transcripts of grades, degrees, photographs, specimens, and/or other relevant materials).
The sabbatical Leave Committee has the responsibility to reject a sabbatical report that is not satisfactory. A report may be returned to the faculty member for amplification and/or completion. The corrected report shall be returned within two weeks to the committee for review and approval.

If the revised report is judged unsatisfactory, the Committee shall forward to the Superintendent/President the report with a written statement detailing why the report is unsatisfactory. The committee shall also notify the Superintendent/President of the failure of an employee to submit a sabbatical report. The Superintendent/President may then take appropriate action as stated in Section j, Interruption of/or Failure to Complete Leave Program.

a. o. District Support

Sabbatical leaves each semester will be limited to 5 percent of the full time contractual faculty. All those sabbatical leaves approved by the Board of Trustees will be funded.

b. p. Composition of Sabbatical Leave Committee

The Sabbatical Leave Committee shall be an Academic Senate Committee. The Dean of Instruction and the Assistant Dean, Educational Planning and Development shall serve as ex-officio members.

c. q. Evaluation of Sabbatical Leave Program

The Board of Trustees and the faculty should continually review the district's priorities for the Sabbatical Leave Program to assure that the priorities are continually updated.

*Adopted by the Board of Trustees, June 18, 1981*