



# SABBATICAL LEAVE COMMITTEE

## Application Packet

<b>I. Introduction</b>	<b>2</b>
A. What is a Sabbatical Leave?	2
B. Who Can Take a Sabbatical Leave?	2
C. Collective Bargaining Agreement Language	2-5
<b>II. Sabbatical Leave Application Process</b>	<b>6</b>
A. Guidelines for Preparing Sabbatical Leave Application	7
B. Procedures for Processing Sabbatical Leave Applications	9
C. Faculty Sabbatical Leave Application Form (Application Form)	10
D. Sabbatical Leave Committee - Application Rating Sheet (Committee Form)	11-12
E. Sabbatical Leave of Absence District Agreement (HR Form)	13
<b>III. Sabbatical Leave Report Process</b>	<b>13</b>
A. Guidelines for Preparing Sabbatical Leave Reports	14
B. Tentative Calendar For Processing Sabbatical Leave Reports	15
C. Sabbatical Leave Committee - Checklist for Approving Sabbatical Reports (Committee Form)	16-17



# Application Packet

## **Introduction**

### **A. What is a Sabbatical Leave**

A sabbatical leave is an opportunity for tenured faculty members to experience intellectual growth, professional development, and personal renewal. The purpose of the leave of absence from work is to provide faculty members the opportunity to make advances in their profession, to remain effective in their current positions, and to render the greatest possible service to Compton College.

### **B. Who Can Take a Sabbatical Leave**

Sabbatical leaves may be granted to full-time faculty members for the purpose of carrying out an approved program which will enable the member to provide improved service to the District and its students. Consideration will be given to applications that involve an appropriate program of organized study or research. Applicants for leave who have demonstrated sufficient evidence of scholarship and present a clear and well-conceived proposal shall receive full consideration for a leave of absence from the Sabbatical Leave Committee (SLC).

### **C. Collective Bargaining Agreement Language**

Agreement Between the Compton Community College District and the Compton Community College Federation of Employees (Certificated Unit) - July 1, 2019 through June 30, 2022.

## **ARTICLE XI: LEAVES**

Following any of the leaves addressed in this section, the District shall make reasonable accommodation for the return to his/her position of any disabled employee in accordance with the Americans with Disabilities Act (Title 1).

### **11.1 SABBATICAL LEAVE**

- a. Sabbatical leaves may be granted to full-time faculty unit members for the purpose of carrying out an approved program which will enable the member to provide improved service to the District and its students. Consideration will be given to programs that involve an appropriate program of organized study or research.

#### **11.1.1 Service Eligibility**

- a. In order to be considered for sabbatical leave, a faculty unit member must have rendered service under a full-time contract with the District for at least six (6) consecutive years immediately preceding the sabbatical leave. A paid leave of absence, except a sabbatical leave, does not count as a break in continuity of service for purposes of sabbatical leave consideration. However, any such absence shall not be included as service except as stated in Education Code Section 87769. After completing



# Application Packet

a sabbatical leave, a unit member is not eligible to apply for such a leave until he/she has served on a full-time basis for at least six (6) additional consecutive years for a one-semester leave of absence, or ten (10) additional consecutive years for a year-long leave of absence.

- b. The maximum number of leaves granted under this section in any one semester shall not exceed four percent (4%) of the total full-time faculty employed in the prior academic year.
- c. Unit Members of the bargaining unit who are granted a leave under the terms of this section must agree in writing to return to the District for a period of service equal to twice the period of time for which the leave is granted.
- d. Compensation will be paid to a unit member while the unit member is on sabbatical leave in the same manner as when the unit member is fulfilling regular assigned duties per Education Code section 87770. Sabbatical leave will be considered as regular service to the District for the purposes of health benefits and advancement on the salary schedule.

## 11.1.2      Application Process

- a. Unit Members contemplating a sabbatical leave shall submit applications to the Sabbatical Leave Committee. The Sabbatical Leave Committee shall forward all applications and its recommendations to the appropriate administrator as designated by the District. With the application for sabbatical leave, the unit member shall submit for approval, guidelines for the written report and faculty presentation. Upon the Sabbatical Leave Committee's approval of the application for sabbatical leave and the guidelines for the written report, the application, guidelines, applicable Board policy and State law shall constitute the agreement between the unit member and District. The agreement shall be submitted to the CEO for review and recommendation to the Board of Trustees. The Board of Trustees shall have authority to approve, modify, or reject the agreement.
- b. Subject to the approval of the Academic Senate, the Sabbatical Leave Committee shall be composed of seven (7) members, including three (3) faculty members appointed by the Academic Senate, one (1) Division Chair and three (3) administrators all appointed by the CEO. The Sabbatical Leave Committee shall be established at the beginning of each academic year and shall be co-chaired by one faculty member and one administrator. The Sabbatical Leave Committee shall set and announce deadlines, receive applications, evaluate the plans submitted, receive written sabbatical leave reports, and recommend sabbatical agreements to the CEO for review and recommendation to the Board of Trustees. The Board of Trustees shall have authority to approve, modify, or reject the agreement.



# Application Packet

- c. Applications for sabbatical leave must be received by the Chair of the Sabbatical Leave Committee, who is responsible for date/time stamping the application upon receipt. Any applications for sabbatical leave must be received by the Sabbatical Leave Committee by the first week of each semester one year in advance of the sabbatical leave application.

## **11.1.3**      **Post-Sabbatical Presentation of Report**

- a. Upon return, members of the bargaining unit who have completed a sabbatical leave shall file a written report with the Sabbatical Leave Committee within six (6) weeks after the beginning of the subsequent semester, exclusive of the summer session, and participate in a faculty presentation on their sabbatical.
- b. The form of the written report shall be planned in consultation with the Sabbatical Leave Committee before the leave is taken. Three (3) copies of the report shall be provided in a manner suitable for binding. The report must be typewritten and must consist of a minimum of five (5) pages, discussing in sufficient detail the sabbatical activities which shall be shared with the CEO. The Board of Trustees may request a presentation on the unit member's sabbatical leave activities. When applicable, at the request of the Sabbatical Leave Committee, a transcript or other evidence of completion of the planned program shall accompany this report.

Failure to file the report by the due date shall result in subsequent pay warrants being withheld until the report is received by the Sabbatical Leave Committee. Extension of the report due date may be granted at the discretion of the Sabbatical Leave Committee.

## **11.1.4**      **Compensation and Benefits**

- a. Compensation and full benefits to be paid the unit member who is on sabbatical leave shall be computed in accordance with the salary schedule in effect during the period of leave and shall be paid in equal monthly payments.
- b. Compensation to be paid the unit member who is on sabbatical leave shall be 63% of the salary to which the employee would otherwise be entitled for an academic year, or 100% of the salary to which the employee would otherwise be entitled for a semester.
- c. No compensation shall be paid to any unit member while on sabbatical leave unless a bond is posted in accordance with Education Code Section 87770. However, pursuant to the Education Code, the bond may be waived at the discretion of the Board of Trustees.



# Application Packet

- d. The period of time while the unit member is on sabbatical leave shall be counted toward retirement.
- e. Once the sabbatical leave request has been approved, it is understood that the applicant shall, at a minimum, fulfill the approved program. Alteration of the approved program shall be made only after an amended plan has been submitted and approved, using the same procedures as those for the initial approval.
- f. Notwithstanding any provision of this Article or Agreement, sabbatical leave shall not be granted a unit member nor shall a unit member receive compensation while on sabbatical leave unless the requirements of the Education Code pertaining to Sabbatical Leaves, including, but not limited to, Sections 87767, 87770 and 87771 are complied with.

## **11.1.5      Waiver of Liability**

By accepting sabbatical leave, the unit member covenants and agrees that the Governing Board of the District and the District itself shall be freed from any liability for the payment of any compensation or damages provided by the law for the death or injury of any employee of the District employed in a position requiring minimum qualification and District competency standards when the death or injury occurs while the employee is on any leave of absence granted under the provisions of this section, except when such death or injury may be incurred as a consequence of the member's presence upon District property as may be required by the objectives and goals of the sabbatical leave proposal.



# Application Packet

## **Sabbatical Leave Application Process**

### **Guidelines for Preparing Sabbatical Leave Application**

The following suggestions are made to assist academic personnel in preparing sabbatical leave applications. The Sabbatical Leave Committee will review and evaluate 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.

**NOTE: Work on the sabbatical leave is limited to the fall and spring terms for full year leaves for faculty.**

### **What is the Sabbatical Leave Application?**

The sabbatical leave application is a request for the privilege of a sabbatical extended to academic personnel by the Compton Community College College District (CCCD) under conditions negotiated by the Compton Community College Federation of Employees, Certificated Unit, and the District. The proposal should stress the importance, significance, and benefits of this experience to the faculty member and their service to the institution. The Committee will review, evaluate, and rank each request using established uniform and fair criteria.

### **How should you prepare your Sabbatical Leave Application?**

**Before you begin:**

- Review all contract guidelines, criteria, handouts, etc.
- Review the rubric so that you know how the criteria will be used in the evaluation of your proposal (see page 11 in this Application Packet).
- 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.

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



# Application Packet

## Writing your application (specific guidelines):

### For a **FORMAL STUDY** sabbatical:

- Verify 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.
- 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.

### For an **INDEPENDENT STUDY** sabbatical:

- 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).

### 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 detailed itinerary and time schedule for your work experience.

### For a **COMBINATION** sabbatical proposal:

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



# Application Packet

## **Gathering the Parts of your Application:**

- Compose a three to four sentence abstract of your plan 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.
- 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:**

- Meet the Fall or Spring semester deadline for submission of the completed application to the Sabbatical Leave Committee. Submit the whole application proposal electronically via email to the Academic Senate President who will forward all applications to the Sabbatical Leave Committee.
- Maintain a copy of your request for your personal file. You will need to include a copy of your proposal in your Sabbatical Report.





# Application Packet

## Procedures for Processing Sabbatical Leave Applications

1. The Sabbatical Leave Committee will review all 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 distributed to all Sabbatical Leave Committee members.
3. Sabbatical Leave Committee members review and rate each application according to the appropriate criteria.
4. The Sabbatical Leave Committee meets and confidentially discusses the ratings for each applicant and each Sabbatical Leave Committee member may make changes in his/her ratings, as deemed necessary.
5. The Sabbatical Leave Committee identifies applications that are complete and those that are incomplete.
6. Sabbatical Leave Committee members shall rank only those proposals determined to be complete.
7. A list of complete applications, in ranked order, will be forwarded to the Board of Trustees. Note, that per the Faculty CBA, "The maximum number of leaves granted under this section in any one semester shall not exceed four percent (4%) of the total full-time faculty employed in the prior academic year" (Article 11.1.1.b).
8. The Sabbatical Leave Committee shall send written notification to all applicants regarding the Committee's decision.
9. The Board of Trustees shall take action on the ranked list of completed applications for sabbatical leaves no later than the second regular Board meeting following the submission of the list.
10. The Sabbatical Leave Committee shall send written notification to each applicant regarding the action taken by the Board of Trustees.
11. The Sabbatical Leave 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.



# Application Packet

## Faculty Sabbatical Leave Application Form

*(To be filled out by the faculty applicant and then sent to the co-chairs of the Sabbatical Leave Committee.)*

Name of Applicant:		Date:	
Leave shall take place from:	_____ to _____.		
Type of sabbatical leave requested:	<input type="checkbox"/> Formal study <input type="checkbox"/> Independent study <input type="checkbox"/> Work Experience <input type="checkbox"/> Combination		

Application Components	
Abstract (3 or 4 sentences)	
Description of the nature of the activity (ies)	
Timeline of the Activity (ies)	
Proposed Research Design Method (s)	
Merit and value of the proposed activity to the instructional program or service areas of the College.	
Merit and value of the proposed activity to the professors professional growth and enrichment.	
Academic Reference List	



# Application Packet

## Sabbatical Leave Committee - Application Rating Sheet

*(To be filled out by the co-chairs of the SLC. The rating for each criteria shall be determined by consensus of all committee members.)*

Name of Applicant:		Date:	
Leave shall take place from:	_____ to _____.		
Type of sabbatical leave requested:	<input type="checkbox"/> Formal study <input type="checkbox"/> Independent study <input type="checkbox"/> Work Experience <input type="checkbox"/> Combination		

Rating Criteria <i>(1 being the lowest score and 3 being highest score)</i>	Rating (1-3)
Abstract (3 or 4 sentences)	
Description of the nature of the activity (ies)	
Timeline of the Activity (ies)	
Proposed Research Design Method (s)	
Merit and value of proposed activity to instructional programs or College service areas.	
Merit and value of proposed activity to professor's professional growth and enrichment.	
Academic Reference List	
Total Rating	

Sabbatical Leave Committee Comments

Sabbatical Leave Application	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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# Application Packet

## Signature of Committee Members

Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	

President/CEO's Recommendation

President/CEO Signature		Date
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Board of Trustees Comments

Sabbatical Leave	<input type="checkbox"/> Approved <input type="checkbox"/> Modify <input type="checkbox"/> Reject
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Board of Trustees Signature		Date
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# Application Packet

## Sabbatical Leave of Absence District Agreement

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

This is an agreement between the Compton 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 six (6) consecutive years of service to the District immediately preceding the granting of the sabbatical leave of absence.
3. Application for:  Formal study  Independent study  Work Experience  Combination
4. Such leave shall take place from \_\_\_\_\_ to \_\_\_\_\_. Sabbatical credit will be given only for work during the primary terms.
5. The provisions of Education Code Sections 87767 through 87775 govern the sabbatical leave of absence.
6. Compensation to be paid the faculty member who is on sabbatical leave shall be **63% of the salary** to which the employee would otherwise be entitled for **an academic year**, or **100% of the salary** to which the employee would otherwise be entitled for **a semester**, per the CCCFE Faculty CBA.
7. Compensation and full benefits to be paid the unit member who is on sabbatical leave shall be computed in accordance with the salary schedule in effect during the period of leave and shall be paid in equal monthly payments.
8. Employee shall render at least \_\_\_\_\_ year(s) of service therein, equal to twice the length of the sabbatical leave, following Employee's return from leave.
9. No compensation shall be paid to any unit member while on sabbatical leave unless a bond is posted in accordance with Education Code Section 87770. However, pursuant to the Education Code, the bond may be waived at the discretion of the Board of Trustees.
10. Employee shall perform service of a professional nature as delineated in the employee's sabbatical leave application as approved.
11. Employee shall make no change in the approved sabbatical plan without advance approval of the Sabbatical Leave Committee.
12. Upon return from the leave, employee shall submit to the Sabbatical Leave Committee evidence in the form of a written report satisfactory to the Sabbatical Leave Committee that such service was performed as agreed. This report is due six (6) weeks after the beginning of the subsequent semester following the return from the sabbatical leave. Extension of the report due date may be granted at the discretion of the Sabbatical Leave Committee.

Employee Signature		Date	
District Signature		Date	



# Application Packet

## Sabbatical Leave Report Process

### Guidelines for Preparing Sabbatical Leave Reports

The Sabbatical Leave Report is approximately 5-pages or longer in length and 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 the guidelines below.

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

- a. 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 contacted work or externship, or confirmation of a completed plan of independent study, research, writing and/or travel.
- b. 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.
- c. While on leave, maintain a record of sabbatical activities to be included in the sabbatical report.
- d. Before writing the report consider discussing the report with colleagues who have completed recent sabbaticals and with members of the Sabbatical Leave Committee.
- e. The report should include a clear description of the research design and method(s) of investigation, if applicable.
- f. The report should include verification of units completed (transcripts or letter of completion by instructor, if applicable).
- g. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.
- h. A clear distinction should be made between personal opinion, empirical results and results based upon true research of systems, theories, and data, etc.
- i. The independent study report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.
- j. The faculty member reporter should maintain a complete copy of the sabbatical report in his/her personal file.
- k. The faculty member reporter must submit one (1) complete copy of the report to the Sabbatical Leave Committee six (6) weeks after the beginning of the subsequent semester following the return from the sabbatical leave.

#### **B. Sabbatical Leave Report FORMAT:**

- a. Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling, and punctuation.
- b. The report shall be prepared on 8½ x 11" paper.
- c. One (1) electronic copy shall be emailed to the Sabbatical Leave Committee Co-Chairs.
- d. The report shall have adequate margins for binding and be doubled spaced for ease in reading.
- e. The report shall include proper citations, if applicable.
- f. Pages shall be numbered consecutively, in a professional manner, consistent with the typeface used in the report.



# Application Packet

## C. The Sabbatical leave report shall include:

- Title page
- Table of contents including headings, listings, data, plates or illustration, maps, charts, etc.
- Copy of the sabbatical leave application proposal
- Statement of purpose
- Body of report (minimum of 5-pages)
- 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.

## Tentative Calendar For Processing Sabbatical Leave Reports

Upon return from sabbatical leave, no later than six (6) weeks into the semester, the employee shall submit a written report regarding his/her sabbatical leave to the Sabbatical Leave Committee.

1. Faculty submit the report to the Sabbatical Leave Committee by no later than six (6) weeks into the semester (refer to pertinent [Academic Calendar](#)).
2. Sabbatical Leave Committee reviews reports by mid-semester.
3. Notifications regarding recommended revisions, as needed, are sent to faculty by mid-semester.
4. The Sabbatical Leave Committee shares the complete reports with the President/CEO.
5. The Board of Trustees may request a presentation on the unit member's sabbatical leave activities.



# Application Packet

## Sabbatical Leave Committee - Checklist for Sabbatical Reports

*(To be filled out by the co-chairs of the SLC. The rating for each component of the report shall be determined by consensus of all SLC members.)*

Name of faculty member returning from leave:		Date received by committee:	
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Components of the Formal Sabbatical Leave Report	
Title Page	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Table of contents including headings, listings, data, illustration, maps, charts etc.	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Copy of sabbatical leave application proposal, which includes the abstract of Sabbatical Leave	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Statement of purpose	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Body of report (minimum 5 pages)	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Detailed record of sabbatical activities	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Conclusion (summary of benefit and value to the College and faculty's professional growth)	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Project (if appropriate)	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Appendix (index, bibliography, and other appendages)	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete

Sabbatical Leave Report	<input type="checkbox"/> Complete <input type="checkbox"/> Returned to faculty for revision
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# Application Packet

Sabbatical Leave Committee Comments

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## Signature of Committee Members

Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	
Committee Member		Date	