

# Article 25: Sabbatical Leave

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## 25.01 INTENT

- A. **Purpose of the Leave:** Faculty members on Sabbatical Leave are expected to undertake formal course work, independent study, work experience, a project or other program of study or research directly related to their faculty responsibilities at the College.
- B. **Location:** They are encouraged to engage in their studies away from the local area where they may confront materials and points of view not readily available in this immediate area.
- C. **Restriction on Participation in District Activities:** No Sabbatical Leave recipient may teach, participate in department activities, or perform other related duties for compensation at SRJC during the period of the leave.
- D. **Final Report:** A copy of each Sabbatical Leave report will be placed in the library on each campus, the Office of Academic Affairs, and the office of the Academic Senate, and may be published wholly or in part for campus circulation.

## 25.02 NUMBER OF LEAVES:

- A. **Number of Leaves:** The number of Sabbatical Leaves will be equal to 4.5 percent of the total load (exclusive of overloads) of regular faculty positions, including faculty with reduced or pro-rated contracts, plus two (2).
- B. **Rounding:** To determine the number of Sabbatical Leaves, upward rounding will occur at 0.5 and above.
- C. **Carry Over:** In the event that not all Sabbatical Leaves are used in a year, they will be carried over to the next academic year.

## 25.03 SABBATICAL LEAVE OPTIONS

- A. **Leave Patterns:** Leaves (equivalent to one [1] semester or one [1] year) may be granted under any one of the following patterns:
  - 1. Pattern A: One (1) semester (fall or spring);
  - 2. Pattern B: Two (2) consecutive semesters;
  - 3. Pattern C: Two (2) non-consecutive semesters over a three-year period.
- B. **Exercising the Sabbatical Leave:** Sabbatical Leaves may be requested for any one (1) of the patterns listed above, and the choice is final. Exceptions may be allowed for approved medical/emergency leaves.

## 25.04 SABBATICAL LEAVE CALENDAR AND PROCESS OUTLINE

- A. **Timelines:** The Sabbatical Leave Committee will publish a calendar for each sabbatical cycle identifying the timeline for: initial application, ranking of applicants, challenges to ranking, proposal preparation workshop, proposal submission, Sabbatical Leave Committee recommendations to the Superintendent/President, award of leaves, changes or withdrawal of approved Sabbatical Leaves, and submission of sabbatical final reports with all required due dates. This calendar shall be submitted to the Vice President of Academic Affairs for approval prior to publication and to AFA upon publication.

#### **25.04.B. Process Outline:**

1. The Sabbatical Leave Committee will publish a Sabbatical Leave Handbook. This handbook shall be reviewed and/or updated annually. This handbook shall be submitted to the Vice President of Academic Affairs for approval prior to publication and to AFA upon publication.
2. Applications are accepted from eligible faculty in the spring by the required due date for determining ranking for potential recipients and alternates. Challenges to ranking must be submitted by the required due date. Workshops to assist applicants will also be held in the spring.
3. Formal sabbatical proposals are accepted in the fall by the required due date for department review, committee review and recommendation, Vice President of Academic Affairs review and recommendation, and Superintendent/President review and recommendation to the Board of Trustees for action.
4. Revisions to approved Sabbatical Leaves must be resubmitted to the Sabbatical Leave Committee for review and approval by the Board of Trustees following the sequence outlined above.
5. If a recipient decides not to exercise a Sabbatical Leave, it shall be offered to an alternate for implementation according to the timelines established in the sabbatical cycle calendar.
6. Any changes to the proposal due to unforeseen circumstances (e.g. travel restricted by State Department, natural disaster, class cancellation, etc.) prior to or during the sabbatical leave must be submitted to, and approved by, the committee.
7. Final reports are due shortly after return to faculty service at the conclusion of the Sabbatical Leave by the required due date. The Sabbatical Leave Committee will review the report and may refer the report back to the faculty member for clarification or revision, or request additional supporting material prior to recommending action to the Superintendent/President.
8. If the final report is not submitted, or does not adequately document or correspond to the approved proposal, the Sabbatical Leave may be determined to be invalid and any funds provided by the District for the purpose of the Sabbatical Leave must be returned.

#### **25.05 PROVISIONS FOR ELIGIBILITY**

- A. **Six (6) Years of Service:** A faculty member must establish:
  1. Six (6) years of continuous full-time (100 percent load) service immediately preceding the Sabbatical Leave Request.
  2. A current "Satisfactory" or "Satisfactory, Needs Minor Improvement" evaluation conclusion.
  3. The above two (2) eligibility requirements must be maintained from the time of application for a Sabbatical Leave until its completion.
- B. **Initiation of New Eligibility Cycle:** The return to full-time, 100 percent load status will initiate the beginning of a new six-year eligibility cycle.
- C. **Calculation of Service Years:** Calculation of service years for a subsequent Sabbatical Leave begins with the fall semester after the entire leave is completed, except for those who have had a Sabbatical Leave postponed due to the enactment of the 10 percent rule. For each year that a faculty member has applied for and is qualified to receive a Sabbatical Leave, but is unable to take the leave due to the implementation of the 10-percent rule, one (1) service year shall be credited to the eligibility period for the following Sabbatical Leave.

- 25.05.D. Impact of Unpaid Leaves:** District-authorized full or partial unpaid leaves (i.e., teaching, formal education, work experience, personal, medical/emergency/maternity) will not break the continuity of service but placement on the Sabbatical Leave priority list may be affected depending upon the type of leave (see [Article 18: Leaves](#)). See paragraph 25.06.C.3.
- E. **Other Leaves:** The provisions of [Article 28: Special Educational Leaves](#), paragraph 28.09 shall apply.
- F. **Withdrawal:** A recipient may withdraw from one (1) approved Sabbatical Leave by the established due date without penalty. A second consecutive withdrawal will result in ineligibility to apply for the next two (2) academic years.
- G. **Sabbaticals for Administrators Who Retreat to Faculty Positions**
1. Sabbatical status shall be calculated from original date of hire as a regular faculty member for administrators who previously have been regular faculty at SRJC. No years of credit shall be given for time spent in an administrative assignment, though prior faculty years will be counted. Previous sabbatical experience will be taken into account in processing sabbatical requests.
  2. Sabbatical status shall be calculated from date of hire as a regular faculty member for those administrators who previously have not been a regular faculty member at SRJC.

## **25.06 APPLICANT RANKING DETERMINATION**

- A. **Sabbatical Priority:** Sabbatical ranking priority will be based upon years of full-time faculty service at Santa Rosa Junior College from the beginning of the first regular semester after the most recent date of employment at this college.
- B. **Priority for Those with Prior Sabbatical:** Calculation of service years for a subsequent Sabbatical Leave begins with the fall semester after the entire leave is completed, except for those who have had a Sabbatical Leave postponed due to the enactment of the 10 percent rule. For each year that a faculty member has applied for and is qualified to receive a Sabbatical Leave, but is unable to take the leave due to the implementation of the 10 percent rule, one (1) service year shall be credited to the eligibility period for the following Sabbatical Leave.
- C. **In Case of Tie:** In the case of tied applicants for Sabbatical Leave, the Sabbatical Leave Committee shall apply the following criteria, in sequence, to determine ranking priority:
1. **Criterion No. 1:** Whether applicants have ever been granted a Sabbatical Leave by the College. Preference will be given to an applicant who has not taken such a leave.
  2. **Criterion No. 2:** Number of years since the last Sabbatical Leave. Preference will be given, in ranked order, to an applicant with the most years of service since the last Sabbatical Leave.
  3. **Criterion No. 3:** Years of full-time faculty service at Santa Rosa Junior College dating from the beginning of the first regular semester of full-time contractual service. Without losing service credit, full or partial unpaid leaves (see [Article 18: Leaves](#)) will affect the ranking among those with the same number of years of service by creating a final ranking based on subtracting the amount of time spent in unpaid leaves from the years of service.
  4. **Criterion No. 4:** Lots will be drawn.

## **25.07 DEPARTMENTAL CONSULTATION AND THE 10 PERCENT RULE**

- A. **Consultation with Department Chair:** The Sabbatical Leave applicant is required to confer with the department chair regarding the proposed plan and resolve any potential impact due to the applicant's absence prior to submitting his/her request to the Sabbatical Leave Committee. If the Sabbatical Leave applicant is the department chair, s/he is required to complete this step with the supervising administrator by the same date.
- B. **Ten Percent Rule:** When more than one (1) applicant qualifies from a department in excess of 10 percent, the Sabbatical Leave Committee, after conferring with the department chair, instructional dean and Vice President of Academic Affairs, will make a recommendation to the Superintendent/President and the Board of Trustees whether or not more than 10 percent of the department will be allowed to be on Sabbatical Leave at any one time. (Approved leaves disallowed by the District due to the 10 percent rule will be automatically placed as No. 1 on the next year's approved list and become one [1] of the granted leaves for that year. If not taken in that year, the faculty member must reapply as in the regular process.)

## **25.08 SABBATICAL LEAVE PROPOSAL**

- A. **Preparation:** See section 25.04 above.
- B. **Forms:** The proposal shall be submitted by the required due date on the forms provided by the Sabbatical Leave Committee. All documentation must be complete and forms signed and dated.
- C. **Content:** The proposal will include a description of leave activities; the purpose and objectives to be undertaken; the methodologies and rationales; impact on individual's effectiveness; benefit to students, colleagues and department; alignment with College goals and initiatives; if for travel, a detailed itinerary; if for higher education, a course of study outline.
- D. **Proposal acceptance:** The Sabbatical Leave Committee may reject or require resubmission of proposals they deem to be incomplete or inappropriate according to the written and published guidelines established by the Sabbatical Leave Committee and mutually agreed to by the Vice President of Academic Affairs, the President of the Academic Senate and AFA.
- E. **Change of assignment or change of program:** If, after the Sabbatical Leave is approved, the assignment of a faculty member changes, or the program in which s/he performs services changes, the intended outcome of an approved Sabbatical Leave may no longer be in accordance with District needs. The Vice President of Academic Affairs may direct the faculty member to revise the proposal to be processed as a revision according to the provisions of paragraph 25.04.B.4.

## **25.09 SERVICE AGREEMENT**

- A. **Contract:** An approved Sabbatical Leave proposal constitutes a contract between the recipient and the Sonoma County Junior College District once the withdrawal date has passed.
- B. **Note:** A *Sabbatical Leave and Promissory Note Agreement* will be prepared based on the applicant's proposal. This contract is to be signed by the applicant prior to being submitted to the Board of Trustees for approval.

**25.09.C. Nonfulfillment of Sabbatical Leave:** If the contract is not fulfilled, the administration in consultation with the Sabbatical Leave Committee will review the provisions as set forth in the *Sabbatical Leave and Promissory Note Agreement* and recommend appropriate action to the Governing Board. Also, see paragraph 25.04.B.7.

- D. **Required Further Service:** The amount of service required immediately following a completed Sabbatical Leave shall equal two (2) times the length of a leave.
1. In the event that a split Sabbatical Leave is approved, service performed between the two (2) Sabbatical Leave segments will count as a part of the total required service.
  2. In the event that a reduction in workload from full-time, 100 percent load employment occurs after completing the Sabbatical Leave, the equivalent total required service shall be the same, but will accumulate at the reduced load rate (e.g., at a reduced load of 50 percent, it would take two [2] years of service to repay a one-semester leave since the accumulated service at the 50 percent load rate would equal only one [1] full semester each year).

## **25.10 COMPENSATION**

- A. **Pattern A Leaves:** One (1) semester fall or spring: 100 percent of salary.
- B. **Pattern B Leaves:** One (1) academic year: 60 percent of salary.
- C. **Pattern C Leaves:** Two (2) non-consecutive semesters: 60 percent of salary each semester.
- D. **Travel Leaves:** If the leave is for the sole purpose of travel, compensation will be determined by subtracting the figure for Step 5 of the appropriate salary classification from the instructor's salary for the year. If the leave is for one (1) semester, the semester's compensation will be one half of the above figure.
- E. **Income from Outside Earnings:** Income from outside earnings during a Sabbatical Leave will be limited. District support will be reduced if a combination of District and outside earnings exceeds the annual contractual salary. Direct costs incurred as a result of the Sabbatical Leave, such as tuition, books and supplies, fees, travel costs, and additional living expenses, may be deducted from any additional earnings, providing that these are identified and agreed upon prior to the leave. Such earnings should become a part of the Sabbatical Leave contractual arrangements.
- F. **Limit on SRJC Work:** No Sabbatical Leave recipient may teach, participate in department activities, or perform other related duties for compensation at SRJC during the period of the leave.
- G. **Continuation of Benefits and Seniority Accrual:** While on approved Sabbatical Leave, the faculty member shall be considered a full-time member of the District and shall continue to receive full health and welfare benefits and seniority accrual.

**25.11 EXCEPTIONS:** Requests for exceptions must be made prior to implementation, in writing, to the Vice President of Academic Affairs for review and recommendation to the Superintendent/President. The Superintendent/President shall review and recommend action to the Board of Trustees. The Board of Trustees must preapprove any exceptions to the provisions of this article.