

APPENDIX D: SABBATICAL LEAVE INSTRUCTIONS AND FORMS

APPENDIX D-1: SABBATICAL LEAVE APPLICATION INSTRUCTIONS

The instructions which follow are intended to assist you in completing your application. They are meant as guidelines and reflect the experience of the Sabbatical Leave Committee over a period of years.

1. **Eligibility:** The **Human Resources** Office will verify your years of service and certify by signature if you are eligible. It is your responsibility to visit the Human Resources Office and obtain this signature on your application.
2. **Term of Leave:** Sabbatical leaves may be for one semester, the equivalent of one semester taken over the course of an academic year, or for two semesters under the conditions stated in Board Policy. Check only the semester(s) you propose to be on sabbatical leave. Be sure to indicate the calendar year in which the semester(s) fall(s).
3. **Purpose of Leave:** Although this section asks only that you check the purpose(s) of sabbatical leave, the intent expressed here forms the basis for evaluation of the entire application. Please consider carefully your intentions for Sabbatical Leave and the benefits anticipated from the sabbatical leave. See explanation of categories at the conclusion of these instructions.
4. **Abstract:** This must succinctly define the purpose of the sabbatical leave by stating objectives, planned activities, benefits to the students, faculty member and District, and verification of outcomes, both qualitative and quantitative.
5. **Proposal for Leave Activities:** In this statement describe in detail the items included in the Abstract. The explanations of categories that appear at the end of these instructions should be studied closely and used as general guidelines.
6. **Proposal for Evidence of Completion:** It is required that you specify the evidence of proof that you will be submitting to validate the completion of your sabbatical leave.

Extenuating Circumstances and Consequences of Non-Completion

If extenuating circumstances significantly delay leave activities or make it impossible for the faculty member to complete the sabbatical, the faculty member must meet with the college president and a representative of the Association to determine an appropriate leave of absence or other mutually agreed upon solution. (See Article 11 for other leaves of absence available.)

During the course of the sabbatical leave, the college president may request interim reports from the faculty as deemed necessary. If the college president determines that the faculty member is not carrying out the approved sabbatical leave proposal, the faculty member shall be contacted and granted ten days to respond to the evidence. If a response deemed satisfactory cannot be obtained by the college president, the president shall recommend to the chancellor that the sabbatical leave be terminated and that the employee be ordered back to a regular district assignment. Economic sanctions may be levied up to and including reimbursement to the District of sabbatical leave compensation received.

If, at the conclusion of the sabbatical leave, the college president finds that the approved activities and/or report have not been satisfactorily completed, suggestions for improvement may be made. These may include an extension of time (at the recipient's own expense) to complete specific performance objectives as stated on the approved or modified application. If the suggestions are not implemented, economic sanctions, up to and including full reimbursement to the District of sabbatical leave compensation, may be levied.

CATEGORIES OF SABBATICAL LEAVE ACTIVITIES

1. Academic Study

The requirement in this category is a minimum of six semester (or 9 quarter) units of coursework per semester of leave. If the sabbatical leave is for a combination of academic work and other approved work, the number of units taken may vary in proportion to the other components of the sabbatical leave assignment. An academic study proposal should indicate where coursework is to be taken, in which disciplines, and in what courses. If the exact courses usually offered are not available, indicate that the necessary units will be taken from a list depending on scheduling. If there is some doubt about which institutions you will attend, you should list the two or three institutions in which you plan to enroll.

The clearer and more specific you can be, the better your proposal will be understood. Upon your return to service, you will be required to include evidence of your sabbatical leave work as part of your report.

2. Independent Study

This category includes any kind of project, or combination of projects, that can be described as individually designed work directly related to the field of responsibility of the sabbatical leave applicant. For historians or scientists, research may mean scholarly work as traditionally conceived. For musicians or artists, the category may mean composition or painting or other production typical of the field. For technology instructors, independent research may mean individual projects in electronics or welding or machine tool work. For language instructors, independent research may be aimed at the production of original tapes, slides, and syllabi to supplement current course materials.

The exact nature of the independent research must be clearly defined in the proposal. Moreover, the proposal must include criteria by means of which the project may be

measured. The reason for this latter requirement is that sabbatical leave policy requires that there be a qualitative and quantitative approximation of independent research with academic study. In other words, the independent research commitment must be roughly the equivalent of at least six semester units of coursework.

Since independent research is by its nature unique to each project, the quantity and quality measurement of the proposal is difficult. Yet there is in the profession a collective sense of what is appropriate in terms of the kind of work, level of work, hours expended, and results expected. A painter can indicate what kind and how many paintings will be produced. An historian can identify what topics will be studied and exactly how the research will be expressed, in how many papers, articles, books, or bibliographies.

For many, independent research is one of the most useful ways to benefit from a sabbatical leave personally and professionally. Good projects can be rejuvenating and rewarding to the individual and the college and district. On the other hand, the experience of the Sabbatical Leave Committee is that more than half the applications in this category are rejected on the first reading because they are too vague in conception, or too fuzzy in terms of intended outcomes, or too imprecise in how the committee can measure the work done against a standard like equivalency in course work. Typically, too much is taken for granted in independent research proposals. Because such proposals are in specialized areas, applicants should be especially aware that they are often writing for non-specialists who will look for clear language, identifiable methodology, quantitative and qualitative measures, and precise definitions of outcomes.

3. Travel

This category requires a minimum of two months of travel for each semester of sabbatical leave granted. Travel is intended to benefit the faculty member and the District in the same manner as the other approved categories. Consequently, in the evaluation of the application, considerations of quality and quantity of travel are weighed equally with the applicant's explanation of planned outcomes. The applicant must explain how the travel will benefit him/her professionally, and how the District will benefit from the applicant's travel experiences.

Examples of travel leave include the language instructor who desires intensive language and cultural immersion, the social sciences instructor who wants to keep current on the social, political, and economic scenes of other countries, or the business instructor who would benefit greatly from visiting schools and businesses here and abroad.

The applicant must recognize that the travel leave proposal carries the same obligation to define outcomes as other sabbatical leave categories. The application for travel leave must describe a specific itinerary and define tangible and verifiable outcomes that will professionally benefit the faculty member and YCCD.

4. **Professional Growth/Creative Activity**

This category includes any combination of experiences that deepen the professional expertise of the applicant. For a psychologist this may mean work in a clinic or hospital. For an automotive instructor this may mean new training in a plant or hands-on experience in a factory. For a theater instructor this may mean work in a studio or on a stage.

Like independent research, professional growth proposals need to be as specific as possible, in terms of the kind of professional experience to be gained, the loci of the experience, and the criteria for measuring it, so that the committee can be sure that what is proposed is a growth experience that will enhance the professionalism of the applicant and can be measured as roughly equivalent to the effort involved in a corresponding amount of coursework.

Like academic study, professional growth projects involving specific colleges, businesses, industry, or the like, should clearly identify what is planned, where activity will occur, for how long, and with what identifiable results.

5. **Combination of Above**

Applicants may combine types of leaves. The requirements for such combined leaves are the same as for individual categories. For example, when travel and academic study are used in combination, one calendar month of travel is considered as equivalent to three semester units of study.

In proposing a combination leave, the applicant has the obligation to present a specific and detailed plan. The plan must state benefits to the applicant and District, expressed as tangible, verifiable outcomes for each category selected in the combined leave application.