ARTICLE XIV

SABBATICAL LEAVE

14.1. Philosophy

14.1.1. The sabbatical leave opportunity is an important stimulus to the improvement of education. The vitality and curiosity of the faculty are among the institution's fundamental assets, and the sabbatical leave ensures the growth and renewal of these invaluable resources. Sabbatical leave projects and experiences are valued as distinct contributions to the cultural and intellectual lives of individual faculty members and as support of the mission and vision of departments, colleges, and the District.

14.2. Purpose

14.2.1. The purpose of the sabbatical leave program is to promote professional growth of individual faculty members by providing opportunities for advanced study, research, or special projects that further the educational goals of the District. Sabbatical leaves are intended for substantial projects beyond the scope of normal professional development activities. Projects may be either within the area of immediate professional responsibility or outside it, provided a valuable interdisciplinary connection can be demonstrated.

14.3. Eligibility

14.3.1. Effective the academic year 2006-2007, full-time unit members (non-restricted) shall be entitled to sabbaticals in the proportion of four and one-half percent of the total number of full-time unit members (non-restricted) in the District as of the deadline date for application. If this percentage is a fraction of a full-time position, the sabbatical leave entitlement shall include the fraction as a full-time position. Sabbatical proposals selected by the committee from those submitted in Fall of 2003 and Fall 2004 up to a combined total of thirteen (13) shall be scheduled for leave in the academic year 2005-2006. Resources equivalent to those allocated for sabbatical leaves in 2003-2004 shall be set aside for allocation to programs within the scope of the collectively bargained agreement. The provisions of 14.3.1. do not set precedent.

14.3.2. A unit member shall meet the following criteria for sabbatical leave consideration:

14.3.2.1. The applicant shall have rendered six (6) years of service in the Grossmont-Cuyamaca Community College District since any previous Sabbatical Leave.

14.3.2.2. The applicant shall agree to a minimum term of service of twice the sabbatical leave period after the completion of the leave. For example, a one-year leave must be followed by at least two years service, and a one-semester leave must be followed by at least two semesters service.

14.3.2.3. The unit member shall furnish a bond in accord with provisions of the Education Code Section 87770 in case of default on requirement in subsection 14.3.2.2.
14.4. **Length of Leave**

14.4.1. A sabbatical leave may be granted for one semester (or one-half contract year for 11-month or 12-month certificated unit members), or for an academic year (or one contract year for 11-month or 12-month members). An academic year may consist of any two consecutive semesters.

14.5. **Application Procedure**

14.5.1. Individuals who are applying for sabbatical leave are required to attend an orientation workshop given by United Faculty. On or before 5 p.m. of the second District working day of November of each year, individuals will submit an application to the United Faculty office. United Faculty will forward copies to the Vice President, Dean/Director, and Department Chair/Coordinator for information and allow ten (10) working days within the fifteen (15) working days referenced in 14.5.2. for comments to be returned. All applications and proposals shall be on forms prescribed by United Faculty.

14.5.2. Within fifteen (15) working days from receipt, the applications and proposals will be forwarded to the Sabbatical Leave Committee (see Section 14.10).

14.6. **Selection Procedure**

14.6.1. The Committee will encourage the submission of proposals for projects including: original research; the pursuit of unusual professional activities/projects primarily of institutional benefit; post-graduate study; and other activities that contribute to a richer teaching and learning environment and are supportive of the mission and vision of the departments, colleges, and the District.

14.6.2. Proposals shall be evaluated according to the following criteria:

14.6.2.1. Value: individual, instructional, institutional, interdisciplinary.

14.6.2.2. Organization: a clear definition of the project objectives, the means for attaining them, and a plan for evaluation.

14.6.2.3. Feasibility.

14.6.2.4. Documentation: appropriate supporting materials to clarify project purpose, value, objectives, feasibility, or the involvement of other individuals and institutions.

14.6.3. Each year, the Committee shall use the above criteria to prepare an evaluative instrument, which shall be approved by United Faculty. The Committee shall then use this instrument to score and rank the proposals as follows:

14.6.3.1. Individual committee members shall evaluate the proposals, and each committee member's first-ranked proposal shall receive a score equal to the number of qualifying proposals, second-ranked proposal, one less than the number of qualifying proposals, and so on to the last-ranked proposal, which shall receive a score of 1.
14.6.3.2. The Committee as a group will then total the nine (9) individual scores to establish a committee composite ranking score. The Committee will consult on any significant discrepancies among individual rankings.

14.6.4. After scoring and ranking of the proposals, additional consideration will be given to applicants who have served more than six (6) years since their previous sabbatical leave, in the proportion of a one (1) percent increase in composite ranking score for each semester of service in excess of six (6) years.

14.6.5. Prior to ranking, the committee may, by a 7/9 majority, disqualify proposals for projects that are not well planned or articulated, are not feasible, are not adequately documented, or are clearly outside the purpose and philosophy of the sabbatical leave program. Individual applicants whose proposals have been disqualified shall be notified by United Faculty promptly in writing stating the reasons for disqualification.

14.7. Notification Procedure

14.7.1. The Sabbatical Leave Committee shall notify United Faculty in writing of its selections with accompanying rationale, for transmittal to the Chancellor of the District ten (10) days prior to the first February meeting of the Governing Board.

14.7.2. The Chair of the Sabbatical Leave Committee shall present the selections of the committee to the Chancellor.

14.7.3. In accordance with Governing Board Policy #7110, the Chancellor shall submit the selections to the Governing Board at the first business meeting in February for ratification.

14.7.4. The United Faculty shall give written notification of the sabbatical leave awards to the appropriate college President, Dean, Director, Chair, or Coordinator and the applicants within five (5) working days.

14.8. Report on Sabbatical Leave Activities

14.8.1. Within ninety (90) days after completion of the sabbatical leave, the individual shall submit a final report to United Faculty for transmittal to the Chancellor, and the Governing Board. The report shall provide a thoughtful description of the following: what was accomplished; the implications for the individual; the implications for the discipline; and the contribution to the educational goals of the District. The report shall include appropriate supporting or descriptive material and be summarized in an attached abstract of approximately 500 words.

14.8.2. The United Faculty shall submit sabbatical leave reports to the Chancellor.

14.8.3. Individuals are encouraged to make oral presentations describing their sabbatical leave projects to the Governing Board upon invitation by the Chancellor.

14.9. Compensation

14.9.1. Compensation for a one-semester (or one-half year leave for 11-month or 12-month unit members) leave shall be at full salary, and for a leave of two consecutive semesters (or one year for 11-month or 12-month unit members), at half salary. Unit members on sabbatical
leave may not receive payment from other employment in excess of one-half their regular full-time salary.

14.9.2. Sabbatical leave shall count toward retirement, and retirement annuity contributions shall be continued. Upon return to service, the unit member's salary shall be what it would have been had the leave not been taken. If the unit member has qualified for a higher classification while on leave, the proper placement shall be made.

14.9.3. Salary payments, while on leave, shall be in accord with the Education Code.

14.10. Sabbatical Leave Committee

14.10.1. A Sabbatical Leave Committee shall be established, with members serving two-year terms. The faculty members of the Committee shall be selected by United Faculty to represent a broad range of disciplines, and shall be composed of three (3) faculty members each from Cuyamaca and Grossmont Colleges. Three administrative representatives shall be appointed by the District Chancellor. Half of the Committee membership shall rotate annually and the Chairperson shall be elected by the Committee.

14.11. Sabbatical Program Review

14.11.1. The District and United Faculty shall undertake a review of faculty interest in alternative leave formats, additional opportunities, and barriers to participation in the sabbatical program. The results of the review will be used by the parties as background to assure that opportunities within the program are structured to best support the philosophy of the program and optimize broad faculty access.