

Grossmont-Cuyamaca Community College District

SABBATICAL LEAVE APPLICATION PROCEDURE

Overview: The sabbatical leave program and procedure are a joint effort between the American Federation of Teachers and the Academic Senates of Cuyamaca and Grossmont Colleges. Applications for leave are submitted each fall to the respective senates at each college and forwarded to appropriate Department Chair, Dean/Director, and Vice President for information and comment. Applications are then forwarded anonymously to the Sabbatical Leave Committee for evaluation, scoring, and ranking. The prioritized list will be presented to the Academic Senates for information. The approved leave abstracts will be forwarded to the Chancellor of the Grossmont-Cuyamaca Community College District (GCCCD) for submittal to the Governing Board. **Notification to the applicant of approved leave will take place after the February Governing Board Meeting.**

Purpose: The sabbatical leave is an important opportunity for continued professional growth and new, or renewed, intellectual achievement through advanced study, research, writing, and other special projects. Sabbatical leaves are intended for substantial projects beyond the scope of normal professional development activities. They are an important means of enhancing teaching effectiveness and strengthening an institution's academic program. Sabbatical leave projects are valued as distinct contributions to the cultural and intellectual lives of faculty members and as support of the mission and vision of departments, colleges, and the district.

Eligibility:

- Applicants (full-time unit members – **non-restricted**) must have six years of service in the district since any previous sabbatical leave.
- Applicants must agree to serve at least twice the time of the sabbatical leave after the completion of the leave. **Soft money funded positions of indeterminate nature are not eligible for sabbaticals.**
- The applicant shall furnish a bond in accord with the provisions of Education Code Section 87770.

Length of Leave: The sabbatical may be for one semester at full pay or one academic year at half pay.

Application Procedure and Timeline: Applicants are strongly encouraged to consult with their respective department chair/coordinator and dean prior to submission of an application.

Step	Action	Due Date
1	Individuals who are applying for their first sabbatical leave must attend one of the offered orientation workshops. Other sabbatical leave applicants may attend a workshop at their own discretion.	Workshop 1: 9/11 5:00 – 6:00 pm I-104 CC Workshop 2: 9/17 2:00 – 3:00 pm 10-135 GC Workshop 3: 9/20 4:00 - 5:00 pm 1 0 - 1 3 5 GC Workshop 4: 9/24 12:00 - 1:00 pm I-104 CC
2	Complete sabbatical leave application. Submit electronically and in hard copy to the respective Academic Senate president (One copy only – Do not staple).	Friday, November 2, 2018 5:00 pm
3	Applications are routed to Department Chair/Coordinator, Dean, and Vice President for information and comment.	November 5-30, 2018
4	Applications are reviewed and ranked by the Sabbatical Leave Committee.	December 2018/January 2019
5	Sabbatical Leave selections submitted to the Chancellor.	February 4, 2019
6	Governing Board ratification	February 19, 2019
7	Written notification of sabbatical leave awards to college President, Dean/Director, Chair/Coordinator, and applicants	February 20, 2019

Application Instructions:

- As you prepare your proposal, it is also **strongly recommended** that you consult with the Department Chair/Coordinator and Dean **prior to submittal** to address any issues or to provide additional information or clarification regarding the proposal.
- Your final application packet should include in the following order:
 - Workshop Attendance Confirmation Sheet
 - Application for Sabbatical Leave Form and Signature Page
 - Abstract
 - Proposal Form
- Applicants, chairs, and deans should be careful not to list applicant's name anywhere on the application except on the cover page and the signature sheet.
- Please be advised that all units taken during a Sabbatical Leave may be used for salary advancement.
- **THE DUE DATE FOR ALL SABBATICAL LEAVE APPLICATIONS IS 5:00 pm on NOVEMBER 2, 2018** (Article XIV, Section 14.5.1 of the GCCCD Governing Board-American Federation of Teachers (AFT) Agreement).

Reporting:

- Within ninety (90) days after completion of the sabbatical leave, the individual must submit a final report to the respective Academic Senate office. The report must provide a description of the following:
 - What was accomplished
 - The implications for the individual
 - The implications for the discipline
 - The contribution to the educational goals of the department, college, and district.
- The report should include appropriate supporting or descriptive material and be summarized in an attached abstract.
- The Academic Senates will forward copies of the sabbatical leave reports to the Chancellor for transmittal to the Governing Board.
- Individuals will be asked to make oral presentations describing their sabbatical leave projects at flex week workshops and to the Governing Board upon the invitation of the Chancellor. Individuals are also encouraged to share their project results, as appropriate, at their department and/or division meetings.