

PROPOSED PROGRAM The proposed program of activities during the sabbatical leave must show potential benefit to the institution/district. The following are examples of activities for a sabbatical leave:

- enrichment
- formal study, research, and writing
- institutional research
- professional experience
- specific curriculum development

ELIGIBILITY To be eligible for consideration to receive a sabbatical leave, the faculty member will have completed six (6) or more years of continuous service to the district. Faculty members will become eligible for additional sabbatical leaves after completing six years of continuous service following a sabbatical leave.

Preference will be given to those persons who have not previously been awarded a sabbatical leave by the district. Applications will be considered on the basis of professional growth to the applicant.

SELECTION OF CANDIDATES The following process for the selection of candidates will be adhered to:

- A. A district sabbatical leave committee will be established to include the vice chancellor of instruction/chief academic officer (chairperson), the deans of instruction, and two faculty members from each campus (non-probationary faculty who are not applying for sabbatical leave). The faculty committee members will be chosen by their respective campus faculty associations for alternate three-year terms.
- B. Applications will be submitted to the campus president, and if approved, forwarded to the office of the vice chancellor of instruction/chief academic officer no later than December 1, preceding the academic year the leave will become effective. The request will be accompanied by a summary of the applicant's plan for using the granted time.
- C. The office of the vice chancellor of instruction/chief academic officer will submit the application to the sabbatical leave committee for its recommendation.
- D. Exceptions to these deadlines may be considered by the sabbatical leave committee.

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Editorial Correction: June 22, 2023 – new number assigned

(old number 3.35030DP)

OFFICE OF RESPONSIBILITY: (CURRICULUM & INSTRUCTION)

RECOMMENDATION
AND APPROVAL

The vice chancellor of instruction/chief academic officer will coordinate the selection of candidates for recommendation to the chancellor. The awarding of sabbatical leaves is subject to the recommendation of the sabbatical leave committee and the vice chancellor of instruction/chief academic officer, funding, chancellor recommendation and the final decision of the board. Not more than four percent of the full-time faculty will be granted sabbatical leaves during any given year.

Successful applicants will be notified of the board's action regarding their applications no later than one week following the February board meeting.

CONDITIONS AND
OBLIGATIONS

Approved sabbatical leaves will comply with the following conditions:

- Sabbatical leaves will be for one semester at full pay or two semesters at half pay.
- Persons on sabbatical leave will not be assigned any overload work units by the district.
- Faculty members on sabbatical leave will receive insurance benefits and will accrue sick leave consistent with their existing position.
- At the expiration of a sabbatical leave, the faculty member will be assigned, unless otherwise mutually agreed, to the same assignment as previous to the leave.

A faculty member accepting a sabbatical leave will sign a note in the amount of the salary to be received during the leave. Upon returning to regular assignment, the indebtedness represented by the note will be forgiven at the rate of one fourth per semester. In the event of the death or permanent disability of the employee, the note will be cancelled. In extenuating circumstances, appeals can be made to the board for cancellation of the note.

REFERENCE

6.30010 BP Sabbatical Leaves Board Policy