

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.35030 DR

SABBATICAL LEAVES

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I. General Guidelines

- A. Not more than four percent of the faculty nor more than four percent of the administrators/officers staff will be on leave at one time.
- B. No assignments, teaching or nonteaching, will be given to employees on sabbatical leave.

II. Eligibility

- A. Sabbatical leaves may be granted only to full-time nonprobationary faculty members and administrators, including officers.
- B. To be considered for sabbatical leave, employees will have completed six or more years of continuous service to the district.

III. Selection

- A. Applications for sabbatical leave will be reviewed and recommended by the appropriate district officer.
- B. Applications will be considered on the basis of professional growth to the applicant.
- C. Preference will be given to employees who have not previously been awarded a sabbatical leave by the district.
- D. Faculty candidates will be selected by a districtwide sabbatical leave committee composed of the dean of instruction and two nonprobationary faculty representatives from each college.
  - 1. The faculty representatives will be chosen by the respective faculty associations.
  - 2. Faculty who are applicants for sabbatical leave are not eligible to serve on the sabbatical leave committee.
  - 3. The vice chancellor of educational services will chair the committee.
- E. Administrator candidates will be selected by a committee composed of one administrator from each college and one from the administrative center.

1. The committee members will be selected by their respective administrator associations.
2. The vice chancellor of educational services will serve as chairperson of the committee.

IV. Approval

The awarding of sabbatical leaves is subject to the recommendation of the sabbatical leave committee and the vice chancellor of educational services, and the approval of the chancellor and the board.

V. Report

The vice chancellor of educational services will submit a report of sabbatical activities.

Approved: Chancellor  
April 1, 1975

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(Editorial Corrections 7/10/06)