**SABBATICAL LEAVE POLICY DRAFT AS OF 8-5-02**

**B6.15 Faculty Sabbatical Leave:** Del Mar College shall offer Sabbatical Leaves to eligible full-time, tenured faculty for professional development activities that clearly benefit the College. Applications for Sabbatical Leaves shall be received by a committee elected by the general faculty for evaluation. This faculty committee shall make recommendations to the College President who shall then make recommendations to the Board of Regents as to which applications shall be granted. The administration shall devise and implement a system for determining eligibility requirements, application processes, and selection procedures.

**A6.15.1 Value Statement:** Sabbatical leave is a privilege that is intended to clearly benefit both the College and the employee. This leave may be granted only to full-time, tenured faculty. Leave may be granted for the purpose of professional improvement which will clearly benefit the College (through activities such as formal or informal study and acquisition of new skills or keeping abreast of new technologies, research, and community service).

**A6.15.2 Eligibility:** Eligible full-time, tenured faculty may apply for sabbatical leave. Full-time, tenured faculty must have completed six years of continuous, full-time service to be eligible to apply for sabbatical leave except as specified in the following paragraph concerning retrenchment. Time granted for other types of professional leave, other than paid sick leave, will not be included in the calculation of total years of continuous service. Such leave time, however, will not interrupt the accrual of years of continued service. Sabbaticants must complete an additional six years of continuous service from their prior sabbatical to be eligible for another.

Any full-time, tenured faculty member with less than 6 years of continuous full-time service who is facing retrenchment may be considered for sabbatical leave if recommended by the supervisor to retrain for a suitable position which might be available concurrent with the date of retrenchment and if that faculty member facing retrenchment has served as a member of the faculty for at least two consecutive academic years of continuous full-time service at the time of consideration for sabbatical leave.

**A6.15.2 Purposes for Which Sabbatical Leave may be taken:**

- **A6.15.2.1** A planned program of courses or relevant activity which relates to the professional growth of the applicant and will be of benefit to Del Mar College, its mission and purpose.

- **A6.15.2.2** Independent study, research, and/or writing which relates to the present or newly-assigned service of applicant, which therefore will be of benefit to Del Mar College, its mission and purpose.

- **A6.15.2.3** Community service projects which relate to the professional growth of the applicant and will be a benefit to Del Mar College, its mission and purpose.
A6.15.2.4 Fellowships, grants, lectureships, faculty exchange, or field experience which will materially increase the proficiency of the applicant’s area of responsibility or will be of benefit to Del Mar College, its mission and purpose.

A6.15.3 Criteria: The following criteria will be used in determining the ranking of leave proposals:

A6.15.3.1 Evidence that the objectives of the sabbatical leave, if attained, would contribute to the attainment of the College’s mission, goals and objectives;

A6.15.3.2 Evidence that the objectives of the sabbatical leave, if attained, would substantially contribute to the professional growth of the faculty member, such as projects designed to improve teaching competencies;

A6.15.3.3 Evidence of past achievements within the institution as measured by such factors as merit, promotion, service, etc.;

A6.15.3.4 Evidence that attainment of the objectives of the sabbatical leave as proposed are realistic in terms of time, costs and staff member’s ability to achieve goals based on past experiences and formal educational background; and

A6.15.3.5 Evidence of support in the form of recommendations from other institutions, foundations, immediate supervisors, or persons concerned with the proposed plan or project.

A6.15.4 Length of Sabbatical: Individuals applying for sabbatical leave may be granted either one semester or one academic year; i.e., fall semester or spring semester, fall + spring. Summer sessions will not be considered for sabbatical compensation. As an alternative form of sabbatical leave, an eligible employee may propose a leave to fit individual plans and College needs, providing that the total period of leave does not exceed one academic year (as defined above).

A6.15.5 Sabbatical Leave Committee: The President will designate nine elected faculty members to serve on a Sabbatical Leave Committee during the Spring semester for the following academic year. The Faculty Council shall forward to the President the names of the nine full-time, tenured faculty elected by the general faculty to serve on the Sabbatical Leave Committee. It is recommended that the membership of the Sabbatical Leave Committee be balanced in terms of division. Elected members serve for three years, with one-third of the members elected each year. The initial elected members of the Sabbatical Leave Committee shall draw lots for staggered terms. Replacements will be appointed by the Committee to serve until the next regular election, at which time replacements will be elected to serve the remainder of the unexpired terms of members who resign. Faculty may not serve on the Committee during a year in which they are going to apply for sabbatical. The Vice President for Instruction and Student Development or a designee and the three academic deans or their designees will serve as ex-officio members of the Committee.
A6.15.5.1 The Sabbatical Leave Committee will establish operational procedures appropriate and consistent with the sabbatical leave policies and procedures. The Committee is empowered to reject applications which are incomplete or late. The Committee will rank each eligible candidate who has applied for sabbatical leave in terms of the criteria stated in the policies and procedures. The Sabbatical Committee will submit to the College President for review and further action the Committee’s recommendations (in rank order) for sabbatical leave, along with the ranked list of all sabbatical applicants and all applications and supporting materials (including the Committee’s basis for its ranking of all candidates.)

A6.15.5.2 The Committee also is charged with reconsideration of sabbatical leave proposals submitted and approved in prior years but deferred for whatever reasons. Deferred leave proposals must be updated by applicants and resubmitted to the Sabbatical Leave Committee for review and ranking.

A6.15.6 Application Process: Applicants will complete a Sabbatical Leave Application form, and obtain the signature of their supervisor acknowledging submittal of the proposal. Copies of the completed form and supporting materials, if any, should be forwarded to the Vice President for Instruction and Student Development and chairperson of the Sabbatical Leave Committee no later than October 1. Each applicant may submit only one proposal. Each proposal will be ranked according to its merits as determined by the sabbatical criteria. The Sabbatical Leave Committee will deliver its ranked list of sabbatical applicants to the President by November 15.

A6.15.6.1 The President will evaluate the rankings established by the Sabbatical Leave Committee, the supporting materials forwarded by the Committee, and the comments of the Vice President for Instruction and Student Development and recommend candidates for sabbatical leave by December 1 to the Board of Regents for approval at its December meeting. The President will notify candidates of his recommendations prior to the December session of the Board of Regents.

A6.15.6.2 Application Timeline (If a timeline deadline is on a Saturday, Sunday, or College holiday, then the deadline shall be automatically extended to the next College work day.)
September  Workshop for applicants will be provided by the Committee by September 15.

September 15 President will announce number of sabbatical positions available.

October 1 Completed applications for sabbatical leave must be submitted by noon to the Vice President for Instruction and Student Development and the chair of the Sabbatical Leave Committee.

October 20 Sabbatical Leave Committee must notify applicants of candidate ranking.

October 25 Noon deadline for applicants to appeal to the Vice President for Instruction and Student Development.

October 30 Vice President for Instruction and Student Development must notify Committee of his/her recommendation regarding appeal.

November 15 The Sabbatical Leave Committee must forward a final ranked list of all applicants to the President of the College along with applications and supporting materials.

December List of sabbaticants recommended by the College President for the following academic year will be presented to the Board of Regents for approval at the December meeting.

December Successful sabbaticants will receive a letter of confirmation from the President of the College.

May 1 Sabbatical Leave Committee will be elected for the following academic year.

A6.15.7 Cancellation of Leave: Sabbatical leaves are contingent upon approval of the College operating budget by the Board of Regents. If, after approval by the Board of Regents, it becomes necessary for the College to cancel a sabbatical leave, the applicant will receive first priority for sabbatical leave in the next fiscal year, if the resubmitted proposal meets the specified criteria for ranking. If an individual has been recommended to the President for sabbatical leave and withdraws the application or decides not to take leave, then the applicant will not receive priority in a subsequent year. Either the original proposal in updated form or a new proposal must be submitted to the Sabbatical Leave Committee when leave is again requested.

A6.15.8 Appeal of Sabbatical Leave Recommendations: An applicant for sabbatical leave may appeal the recommendations of the Sabbatical Leave Committee by appealing to the Vice President for Instruction and Student Development within five working days. The Vice President for Instruction and Student Development will notify the chairperson of the Sabbatical Leave Committee of a pending appeal. Appeals should be in writing and provide evidence based on the criteria established for sabbatical leave indicating why the rank order assigned should be altered. If the appeal is approved by the Vice President for Instruction and Student Development, then the Vice President for Instruction and Student Development will submit the proposal for review and consideration by the Sabbatical Leave Committee.
A6.15.9 Post-Sabbatical Leave Service Requirements: Faculty granted sabbatical leave are required to return for at least two years of employment following completion of the sabbatical leave. Sabbaticants will be required to sign an agreement prior to the acceptance of sabbatical leave that they will repay the full amount of salary and fringe benefits received while on leave if they should not return to the College for at least two years of service. Upon the recommendation of the President of the College, this obligation shall be cancelled if serious accident or permanent disability as supported by medical certification from a physician, or death prevents the applicant from fulfilling the terms of the written leave contract.

A6.15.9.1 Report: Upon completion of the sabbatical leave, the recipient will submit a detailed report of the results of the leave within 90 days of the date of return to regular duties by the employee. The report will include:

1. An account of activities during the leave, including travel itineraries, institutions visited and persons consulted;

2. A statement of progress made on the sabbatical leave program as proposed in the application and an explanation of any significant changes made in the program;

3. An appraisal of the relationship between the results obtained and those anticipated in the sabbatical leave program statement.

A6.15.9.2 Presentation: In addition, upon request, the employee will make a presentation to his or her peers and other employees concerning the sabbatical experience, the benefit gained, and other appropriate related topics. The presentation may be given at a faculty development workshop, a discipline-specific workshop, or at convocation.

A6.15.9.2 Modifications to Sabbatical Leave: If sabbaticants find that the sabbatical leave proposal cannot be completed as originally approved, the following must occur:

A6.15.9.2.1 The sabbaticant must write the President of the College explaining what changes are being proposed. The President will then notify the sabbaticant acceptance of changes, if any, relative to the leave conditions and requirements.

A6.15.9.2.2 In the event that the sabbatical leave project is not carried out in accordance with the approved plan or modifications, then the President of the College can take appropriate action.
A6.15.10 Funding of Sabbatical Leaves: In order to maintain appropriate fiscal and administrative controls, the College will attempt to fund sabbatical leaves for up to two percent (2%) of full-time, tenured faculty. Sabbatical leave applications should be reviewed and approved by December 1 so that needed funds can be incorporated in the budgetary proposals for the fiscal year in which leave funds will be needed. No temporary or full-time faculty will be hired to replace sabbaticant. The division dean will accept only adjunct faculty to fill sabbaticant’s load.

B6.15.11 Compensation and Benefits:

B6.15.11.1 Compensation: Sabbatical salary will be one hundred percent (100%) of an incumbent’s current salary for an approved leave of one semester or fifty percent (50%) of an incumbent’s current salary for an approved leave of two semesters.

B6.15.11.2 Benefits: Sabbaticants will fully participate in fringe benefits during the sabbatical period, including term insurance, medical coverage, disability insurance, and retirement based on actual salary paid for year. Sabbaticants will also continue to contribute to those benefits requiring employee contributions. Sabbaticants will not accrue vacation days, personal days or sick leave while on sabbatical. The sabbatical leave shall be considered as time in service to the College for salary schedule and promotion purposes. It shall be credited for retirement purposes as governed by the appropriate retirement policies.

B6.15.12 Other Employment: An employee on sabbatical leave may accept a grant for study, research, or travel from any institution of higher education, from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency. An accounting of all grants shall be made to the Board of Regents by the employee. An employee on sabbatical leave may not accept employment from any other person, corporation, or government, unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the appointment. Employment and/or other assignments at Del Mar College, excluding summer sessions, will not be allowed for sabbaticants.

A6.15.13 Contracts: Employees on sabbatical leave who hold continuing contracts will return with a continuing contract, pending completion of sabbatical leave objectives.

A6.15.13.1 Pending notification by the College President, the amount of compensation to be paid the applicant under the term of the leave agreement shall not be interrupted in the event of serious accident or permanent disability.

A6.15.13.2 Upon returning from sabbatical leave, the employee shall, unless otherwise agreed upon, be reinstated in the position held at the time the sabbatical leave started.