

## SABBATICAL LEAVE COMMITTEE

### Mission

The Mission of the at Rancho Santiago Community College District Sabbatical Leave Committee is to review and evaluation of sabbatical leave proposals and reports, ensuring breadth, outcomes, and rigor, leading to the “intellectual refreshment” of the faculty of Santa Ana College and Santiago Canyon College.

### Duties

Evaluate and approve sabbatical leave proposals and reports in accordance with FARSCCD agreement and District Board Policy.

Periodically Consult with Faculty Association to ensure improvements to sabbatical review process

Consult with the Academic Senate on areas of academic and professional matters regarding sabbaticals and sabbatical leaves.

Review and revise forms, rubrics, supporting documents, and internal committee processes not included in the collective bargaining agreement used in the sabbatical review process.

Report to Human Resources Committee on updates related to sabbatical leaves.

### Chair

The Santa Ana College and Santiago Canyon College Vice Presidents of Academic Affairs will chair and provide clerical support to the Sabbatical Leave Committee on a rotating year-to-year basis.

### Membership

SAC Vice President, Academic Affairs  
SAC Academic Senate President or designee  
SAC Academic Senate appointed faculty member  
SCC Vice President, Academic Affairs  
SCC Academic Senate President or designee  
SCC Academic Senate appointed faculty member  
FARSCCD appointed faculty representative

### Committee Member Responsibilities

- Attend regular meetings.
- Participate in collaborative dialogue on topics related to sabbaticals and sabbatical leave.
- Read and apply sabbatical leave sections of the collective bargaining agreement.
- Follow established timelines and processes for reviewing sabbatical proposals and reports.
- Critically read sabbatical proposals and reports to ensure appropriate rigor and breadth.
- Review and make recommendations on sabbatical leave proposals based on establish criteria.
- Provide input on forms, rubrics, supporting documents, and internal committee processes not included in the collective bargaining agreement used in the sabbatical review process.

## SABBATICAL LEAVE APPLICATION

Please read through the accompanying instructions then complete this application.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

College/Department/Division: \_\_\_\_\_

**Must be submitted to and Certified by HR before the rest of the application is started.**

Certification of Eligibility

\_\_\_\_\_  
Personnel Officer Signature

\_\_\_\_\_  
Date

### Step 1:

I have read and understand the current FARSCCD contract Article 4.14 Sabbatical Leave (see attached excerpts).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Step 2:

Term of Leave Requested (check as appropriate)

Semester(s):

Fall 20\_\_

Spring 20\_\_

Fall 20\_\_

Spring 20\_\_

### Step 3:

Purpose of Leave (as described in the Sabbatical Leave Guidelines)

Academic Study

Independent Research

Travel

Professional Growth

Combination of those checked above

### Step 4:

Application Narrative and Attachments (please refer to Sabbatical Leave Guidelines)

### Step 5:

Summary Paragraph for Board (please refer to Sabbatical Leave Guidelines)

## **Sabbatical Leave Guidelines**

“Sabbatical leaves may be awarded to qualified tenured members of the faculty for intellectual refreshment, normally to be obtained by study, research, travel, work experience, or other creative activity.” The sabbatical leave of absence is not an earned right, but is a privilege that may be granted by the Board of Trustees.”

FARSCCD Contract (§ 4.14)

The criteria used by the sabbatical leave committee to evaluate proposals are both quantitative and qualitative. Quantitative relating to time and unit standards defined in the contract. The qualitative factors are very broadly defined, with an emphasis on intellectual refreshment, benefit to the instructor, students and the district. In preparing a proposal, applicants should define an overall intention for the leave. The collection of proposed courses and/or activities should be unified under a single purpose, and the purpose, or intention, should not reflect aims such as retraining, curriculum development, or professionally unrelated, personal pursuits, for which there are other District mechanisms.

Full-time faculty with satisfactory performance may request sabbatical leave. The full-time service as a faculty member in the Rancho Santiago Community College District must be at least six (6) consecutive years immediately preceding the sabbatical leave. A leave of absence, except a sabbatical leave, does not count as a break in continuity of service for purposes of sabbatical leave consideration.

### **APPLICATION GUIDELINES**

The following are guidelines to assist you in completing your application.

1. When signing the sabbatical leave application, you are acknowledging that you have read and understand § 4.14 of the FARSCCD contract.
2. The Term of Leave may be for one semester or for two semesters. Check only semester(s) you propose to be on leave. The school year leave may be taken in two separate terms provided that the leave of absence for both of the separate terms be commenced and completed within a three-year period. Any period of service intervening between the two separate terms shall comprise a part of the service required for a subsequent leave. An employee may choose to apply banked leave while on sabbatical to be eligible for one hundred percent (100%) contract salary. (See § 4.16 for banked leave provisions.)
3. Request verification of eligibility from HR
4. Purpose of the Leave

“Employees on sabbatical leave shall be permitted to accept full-time positions for pay only when such position provides an opportunity to upgrade knowledge or abilities in a manner not immediately available otherwise. The District shall adjust compensation for sabbatical leave downward such that the total compensation shall not exceed the amount the employee could earn on campus with a full teaching load, plus eight (8) hours’ overload. This does not apply to scholarships, fellowships, and other such grants.” FARSCCD Contract (§ 4.14.9)

### **ACADEMIC STUDY**

The requirement in this category is a minimum of eight semester (or 12 quarter) units or the equivalent of 432 hours of coursework per semester of leave. An academic study proposal should include institution, discipline, courses and corresponding course descriptions. If the exact

courses are not known because of scheduling uncertainty, list courses usually offered. If there is some doubt about which institution you will attend, list the two or three institutions in which you plan to enroll.

The Sabbatical Leave Committee evaluates the quality of coursework in relationship to the goals of the sabbatical leave defined by the faculty member; not in relationship to any generalized criteria that differentiates among the relative values of graduate, upper division, or lower division courses. It is strongly recommended that the applicant take courses at the appropriate level that lead to advancement in their discipline and profession. It should be clearly defined how these courses will benefit the applicant's growth, students and the RSCCD. Academic study should not relate to job requirements or other professional development. For example, training to be an online instructor may not be appropriate for sabbatical leave.

## **INDEPENDENT RESEARCH**

This category includes a project(s) that can be described as individually designed work directly related to the field of responsibility of the applicant. For historians or scientists, research may mean scholarly work as traditionally conceived. For musicians or artists, this category may mean composition, painting or other production typical of the field. For technology instructors, independent research may mean individual projects in electronics, welding or machine tool work. For language instructors, independent research may be aimed at the production of original instructional materials.

The exact nature of the independent research must be clearly defined in the proposal. Moreover, the proposal must include criteria by means of which the project may be measured. The reason for this latter requirement is that sabbatical policy requires that there be a qualitative and quantitative approximation of independent research with academic study. In other words, the independent research commitment must be roughly the equivalent of at least 8 semester units (432 hours) of coursework.

Since independent research is by its nature unique to each project, the quantity and quality measurement of the proposal is difficult. In writing the proposal, applicants should consider carefully the notion of methodology in research. A proposal for independent research should include a clear, comprehensive statement of methodology. All academic disciplines carry their own accepted standards for methods of inquiry, and any method of inquiry an applicant may propose should demonstrate the rigor demanded by serious research in the discipline.

For many, independent research is one of the most useful ways to benefit from a leave personally and professionally. Applicants should be especially aware that they are often writing for non-specialists who will look for clear language, identifiable methodology, quantitative and qualitative measures, and precise definitions of outcomes.

## **TRAVEL**

This category requires a minimum of three and one-half months of travel for each semester of leave granted. Travel is intended to benefit the faculty member, students and the RSCCD. In the evaluation of the application, considerations of quality and quantity of travel are weighted equally with the applicant's explanation of planned outcomes. The applicant must explain how the travel experiences will benefit him or her professionally, benefit students and benefit the district. All travel expenses will be covered by the applicant.

Examples of travel leave include the language instructor who desires intensive language and cultural immersion, the social sciences instructor who wants to keep current on the social, political and economic scenes of other countries, or the business instructor who would benefit greatly from visiting schools and businesses here and abroad.

The applicant must recognize that a travel leave proposal carries the same obligation to define outcomes as other leave categories. The application for travel leave must describe a specific itinerary and define tangible and verifiable outcomes that will professionally benefit the faculty member, students and the RSCCD.

## **PROFESSIONAL GROWTH**

This category includes any combination of experiences that deepens the professional expertise of the applicant. Like independent research, professional growth proposals need to be as specific as possible in terms of the kind of professional experience to be gained, the point of the experience, and the criteria for measuring it so that the committee can be sure that what is proposed is a growth experience that will enhance the professionalism of the applicant and can be measured as roughly equivalent to the effort involved in a corresponding amount of coursework. Like academic study, professional growth projects involving specific colleges, businesses, industry, or the like should clearly identify what is planned, where activity will occur, for how long, and identifiable results.

For a psychologist, this may mean work in a clinic or hospital. For an automotive instructor, this may mean new training in a plant or hands on experience in a factory. For a theater instructor, this may mean work in a studio or on a stage. In these cases, § 4.14.9 of the FARSCCD is especially applicable.

## **COMBINATION OF ABOVE**

Applicants may combine types of leaves. The requirements for such combined leaves are the same as for the individual categories. For example, when travel and academic study are used in combination, one calendar month of travel is considered as equivalent to two semester units of study.

In proposing a combination leave, the applicant has the obligation to present a specific and detailed plan. The plan must state benefits to the applicant, students and the District, expressed as tangible, verifiable outcomes for each category selected in the combined leave application.

5. Application Narrative and Attachments: To enable the sabbatical leave committee to evaluate the proposal and later verify the outcomes of the leave, the applicant must write a detailed description of the proposed sabbatical leave, using as many pages as necessary to define the objectives and anticipated outcomes of the plan. The sabbatical leave committee will use the Sabbatical Narrative Rubric to evaluate the proposal. We strongly recommend that applicants use this document as they prepare their proposal. The sabbatical leave, if granted, will be only for the approved plan, objectives and outcomes specified in the application. The narrative and attachments should address, but not be limited to, the following questions:
  - a. What do you plan to do and how do you plan to do it?
  - b. How will the results of the sabbatical leave enhance your professional effectiveness?
  - c. How will the results of your sabbatical leave benefit students and/or RSCCD?
  - d. How will the specified outcomes in the plan be verified? What are the qualitative and quantitative measures of the outcomes?
  - e. How will the specified outcomes be shared with the RSCCD community?

In addition to the narrative, you should attach additional documents in support of the proposed plan. Such documents may include a planned activity log, published descriptions of educational programs, summary of research projects or manuscripts, or documents relating to travel itineraries.

6. Summary Paragraph for Board Presentation This paragraph must succinctly define the purpose of the leave by stating objectives, planned activities, benefits to the faculty member, students and the District, and intended outcomes, both qualitative and quantitative. This paragraph is a

synopsis of the entire application. Its importance cannot be overstated since it is this paragraph which the board of trustees review in the process of granting leaves. Generally speaking, it is better not to write the summary until the rest of the application has been written.

*Note: Changes to the approved proposal must be submitted in advance and approved by the Sabbatical Leave Committee.*

# Sabbatical Narrative Rubric

Applicant's Name: \_\_\_\_\_

Type of sabbatical:    \_\_\_\_\_ Academic Study                      \_\_\_\_\_ Independent Research  
    \_\_\_\_\_ Travel    \_\_\_\_\_ Professional Growth  
    \_\_\_\_\_ Combination of the above (check all that apply)

<b>NARRATIVE ABSTRACT:</b>			
<b>Sabbatical Activities – What activities do you plan to do and how do you plan to do it?</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>• Sabbatical leave activities are clearly outlined and fully defined</li> <li>• Methods used are appropriate to the activities</li> </ul>	<ul style="list-style-type: none"> <li>• Sabbatical leave activities are defined</li> <li>• Methods used are mostly appropriate to the activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Sabbatical leave activities are poorly defined or not included</li> <li>• Methods are incomplete and/or inappropriate to the activities</li> </ul>	
<b>Sabbatical Leave Effectiveness – How will the results of the sabbatical leave enhance your professional effectiveness?</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>• Expected professional growth is clearly and concisely explained</li> <li>• There is a clear and detailed connection between the sabbatical project and the impact on the applicants professional effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Expected professional growth is explained</li> <li>• There is a connection between the sabbatical project and the impact on the applicants professional effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Expected professional growth is poorly explained or not explained</li> <li>• The connection between the sabbatical project and the impact on the applicants professional effectiveness is vague</li> </ul>	
<b>Benefits to students and RSCCD – How will the results of your sabbatical leave benefit students and/or RSCCD?</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>• Anticipated benefits to the students are discussed in a specific, clear and concise manner</li> <li>• Overall benefit to the district is fully documented and clearly stated</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipated benefits to the students are discussed and included</li> <li>• Overall benefit to the district is documented and stated</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipated benefits to the students are not discussed or included</li> <li>• Overall benefit to the district is vague or not stated</li> </ul>	
<b>Measurable Outcomes – How will the specified outcomes in the plan be verified? What are the qualitative and quantitative measures of the outcomes?</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>• Objectives reflect the sabbatical plan and activities and are measurable</li> <li>• The qualitative and/or quantitative outcomes are clearly written and relate to the goals and objectives of the sabbatical</li> </ul>	<ul style="list-style-type: none"> <li>• Objectives mostly reflect the sabbatical plan and activities and are mostly measurable</li> <li>• The qualitative and/or quantitative outcomes are written and relate to the goals and objectives of the sabbatical</li> </ul>	<ul style="list-style-type: none"> <li>• Objectives do not reflect the sabbatical plan and activities and are not measurable</li> <li>• The qualitative and/or quantitative outcomes are not clearly written and do not relate to the goals and objectives of the sabbatical</li> </ul>	

## Sabbatical Narrative Rubric

<b>Sharing of Outcomes – How will the specified outcomes be shared with the RSCCD community?</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>The ways in which the specific outcomes are going to be shared with RSCCD community (classroom, discipline, department, division and/or college) are clearly explained and detailed</li> </ul>	<ul style="list-style-type: none"> <li>The ways in which the specific outcomes are going to be shared with RSCCD community (classroom, discipline, department, division and/or college) are explained</li> </ul>	<ul style="list-style-type: none"> <li>The ways in which the specific outcomes are going to be shared with RSCCD community (classroom, discipline, department, division and/or college) are vague and not clearly explained</li> </ul>	
<b>Supporting Documents – Additional documents included to support the proposed plan such as planned activity log, published descriptions of educational programs, summary of research, etc.</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>The proposed application/plan includes documents which clearly detail information to support the plan</li> </ul>	<ul style="list-style-type: none"> <li>The proposed application/plan includes documents which detail information to support the plan</li> </ul>	<ul style="list-style-type: none"> <li>The proposed application/plan includes documents that do not clearly detail information to support the plan</li> </ul>	
<b>Summary Paragraph – Paragraph is the synopsis of entire application and is for Board Presentation.</b>			
Exceeds	Meets	Does Not Meet	Committee Comments:
<ul style="list-style-type: none"> <li>The synopsis is clearly reflective of the sabbatical leave activities</li> <li>The synopsis is presented in a clearly written paragraph</li> </ul>	<ul style="list-style-type: none"> <li>The synopsis is reflective of the sabbatical leave activities</li> <li>The synopsis is presented in a written paragraph</li> </ul>	<ul style="list-style-type: none"> <li>The synopsis is not reflective of the sabbatical leave activities</li> <li>The synopsis is presented in a poorly written paragraph</li> </ul>	

<b>Sabbatical Leave Committee ONLY:</b>		
Vote: Accept _____		
Revise and Resubmit (Deadline) _____		
Deny: _____		
Overall Comments:		