

SABBATICAL LEAVE 2015-2016

Sabbatical leave is a leave of absence with compensation for one appointment year, or portion thereof, to full-time faculty members to permit them to renew and update their qualifications for their positions, to conduct research, or to undertake professional development.

Eligibility

A faculty member must meet the following criteria:

- Hold a full-time faculty contract of nine or more months per year that includes teaching, professional, or administrative contract duties.
- Have completed six years of satisfactory service as a full-time faculty member at SLCC at the commencement of the sabbatical leave and have completed six years of satisfactory service as a full-time faculty member at SLCC since any previously awarded sabbatical leave.

See Policy and Procedures, Sabbatical Leave, Chapter 4, Section 1.02 for further specific details about qualifications, and other procedural requirements:

<http://www.slcc.edu/policies/docs/c4s01-02.pdf>

Application

Application for sabbatical leave shall be made in writing, providing the following:

- 1) Statement of purpose—explanation of the value of the sabbatical to the college and the compatibility of the sabbatical goals with department goals.
- 2) Detailed description of the sabbatical activity
 - a) Advanced formal education including name of institution, program subject area, and what the faculty member plans to accomplish during sabbatical leave.
 - b) Work experience program including where activity will be done (firm, agency, etc.), type of work, and period of time.
 - c) Professional development including a brief description of study, research, working project, publication, consulting, or any other initiative(s) that serve(s) the department or institution.

- d) Travel including location and purpose.
- 3) Inclusive dates being requested.
- 4) Letter of support from the Associate Dean/Director/Chair signed by the majority of faculty members within the department to move forward.
- 5) Letter of support from the respective Dean to move forward.
- 6) Description of what the faculty member will do to share the sabbatical experience(s) with faculty colleagues.

Criteria for review of applications

Considerations used in reviewing applications and selecting individuals for sabbatical leave shall be:

1. Date of employment.
2. Timely submission of application.
3. Previous sabbatical leaves granted (will be considered when more applications have been received than the Institution can support).
4. Support of teaching department (see letter of support from Associate Dean/Chair/Director, signed by faculty members, III. B. 1. d.).
5. Support of school dean (see letter of support from dean, III. B. 1. d.).
6. Supporting documentation and completeness of sabbatical proposal.
7. Overall quality of the proposal.
 - a) The degree to which the proposal supports department goals, the individual's goals, and professional development.
 - b) The degree to which the proposal supports the mission and values of the College.
 - c) The degree to which the sabbatical will improve instruction.
 - d) The degree to which students will benefit from the sabbatical.
 - e) The potential effectiveness of the plan to share the sabbatical experience(s) with faculty members, colleagues, students, and the wider community if appropriate.

Upon completion of a sabbatical, the faculty member must submit a written summary of his or her accomplishments addressing the proposed goals of the sabbatical leave to the Assistant Provost of Learning Advancement for the

President of the College and the Provost of Academic Affairs. By the end of the first semester in which the member returns from the sabbatical, the faculty member must complete a formal presentation in the form of a workshop or seminar to faculty members, students, staff, and community members about the educational and professional impact of the sabbatical leave.

Timeline

1. Applications are due to the Associate Dean/Chair/Director for approval no later than the first Friday of October (October 2, 2015 or sooner).
2. Associate Deans/Chairs/Directors will communicate their decision to the applicant—with a copy of the communication to the Dean—no later than the second Friday of October (October 9, 2015 or sooner). The decision from the Associate Dean/Chair/Director may be “approve,” “request for revision and resubmission,” or “disapprove with reasons.”
3. Approved applications are due to the Dean no later than the third Friday of October (October 16, 2015 or sooner). The Dean writes a letter of support for the applications that s/he supports
4. After the application has received approval from those listed above, application and supporting documentation are submitted to the Assistant Provost of Learning Advancement, AAB 362; mail code: OLA, no later than the fourth Friday of October (October 23, 2015 or sooner). The Assistant Provost of Learning Advancement is acting in the place of the Faculty Services office referenced in the Sabbatical Policy and Procedures document.

(DO NOT SEND FORMS, SUPPORTING DOCUMENTATION, ETC. TO THE PROVOST’S OR PRESIDENT’S OFFICE)

(revised 08/31/15)