SABBATICAL LEAVE

APPLICATION AND REPORT PROCEDURES GUIDE

Revised 2014

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Sabbatical Leave Committee
MiraCosta College
http://www.miracosta.edu/instruction/slc/index.html
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Introduction

MiraCosta College shares the philosophy of the Academic Senate for California Community Colleges that "sabbatical leaves can provide a vibrant ongoing source of professional development and renewal that benefits all aspects of an institution." Additionally, "colleges should...nurture and preserve wide-ranging, effective sabbatical leave programs." This handbook has been prepared by the Sabbatical Leave Committee (SLC) and was approved by the Academic Senate Council of MiraCosta College. The handbook is to be used as a guide in the preparation of sabbatical leave applications and reports completed during the academic year 2013-2014. Information contained in this handbook supersedes all previous versions. This handbook and some forms found in appendices A and B are available online at the SLC website (http://www.miracosta.edu/instruction/slc/index.html).

Mission Statement

The mission of the SLC is to ensure the integrity of the sabbatical leave process and support the professional development of MiraCosta College full-time faculty by assisting them in the preparation of quality sabbatical leave applications and sabbatical leave reports.

Professional Standards

A sabbatical leave is a privilege, not a right, granted to the full-time faculty by the Board of Trustees. All applicants for a sabbatical leave are expected to respect this privilege. As such, all applicants are trusted to do the following:

- Prepare comprehensive, professional-quality applications and reports that clearly communicate and document the purpose, objectives, activities, and achievements of the sabbatical leave.
  - Assure that the proposed activities are substantive enough to justify a full semester's compensation and clearly contribute to the mission of the college.
  - Review previous applications and reports, as necessary, to gain perspective on how to successfully complete applications and reports. (Current, approved applications and reports are public documents and are available online at the SLC website).
  - Be mindful of the fact that the Superintendent/President and Board of Trustees read and approve all applications and reports.

- Follow the guidelines in the handbook.
  - Incorporate into their applications and reports the same topic headings listed in this handbook (it is anticipated that editable application and report forms will be available online in fall semester 2013 which will have topic headings already incorporated).
  - Complete the required forms provided in this handbook (or online, if available) and submit applications and reports by the given deadlines.

Sabbatical Leaves – General Information

Sabbatical Leave Eligibility (refer to Administrative Procedure 7341 in Appendix C)

A full-time faculty member is first eligible to apply for a sabbatical leave during their sixth year of service and every six years after completing the previous sabbatical. Applicants must apply for the leave in the academic year prior to anticipated sabbatical (refer to timeline). The sabbatical leave will commence during the following (e.g., seventh) academic year for a period not to exceed one academic year. Any variation to the norm of one-semester-at-full-pay, or two-semesters-at-half-pay, is subject to the recommendation of SLC and the Academic Senate Council (ASC) and is subject to approval by the President/Superintendent and Board of Trustees. The


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total number of sabbatical leaves granted to faculty members by the District in any year is limited by Board Policy to no more than 8% of the full-time faculty per academic year. If the number of sabbatical applications exceeds this limit, seniority for sabbatical leave requests will be based upon the time elapsed since the date of hire or the completion of a sabbatical leave, whichever occurred most recently. In the event of a tie, the date of hire will be the determining factor, and the individual with the most seniority will be granted the sabbatical leave. Applicants in excess of the 8% limit will then be designated as “alternates” and will be ranked in the same manner by the SLC.

Types of Leave

There are two types of sabbatical leave: advanced academic studies and self-directed studies.

Advanced Academic Study applications shall contain a detailed program of academic study, approved by the Sabbatical Leave Committee. All other sabbatical leave applications will be considered self-directed studies.

Self-directed studies applications shall contain a detailed statement of the activity/activities, which shall be designed to enhance the sabbatical leave recipient’s performance in his/her area of specialization.

Definition of Terms

Advanced Academic Studies Those sabbatical leave activities that involve a fulltime program of study at the upper division and/or graduate level at an institution accredited by the Western Association of Schools and Colleges (WASC) or equivalent regional counterpart (exceptions may be made for study at foreign institutions). Advanced academic studies are quantified by units of credit received. A full-time program of studies is equivalent to 12 semester units or 18 quarter units. College units counted towards a dissertation/thesis may not be additionally counted as hours towards completion of a self-directed activity.

Self-Directed Activities All other professional advancement activities are considered self-directed studies: (1) lower-division coursework at a non-traditional institution; (2) an independent study program or project; or (3) a mixture of advanced academic studies, lower-division coursework, and/or an independent study program or project. The Sabbatical Leave Committee evaluates proposed self-directed studies and verifies that they meet the 576 hour obligation. Note: 576 hours is the equivalent of 12 semester units of upper division and/or graduate-level coursework. Therefore, applicants pursuing self-directed activities are expected to fulfill 576 hours.

Unit Equivalents are awarded as follows: One semester unit of credit may be awarded for each forty-eight (48) hours of verified work or one quarter unit of credit may be awarded for each thirty-two (32) hours of verified work. For qualifications in salary classification advancement, contact the Salary Advancement Committee (http://www.miracosta.edu/instruction/sac/index.html).

Length of Leave

A sabbatical leave may be granted to full-time classroom faculty members for a period of not less than one-half the contract days (one semester) nor more than one full contract period (one academic year). A sabbatical leave may be granted to full-time non-classroom faculty (195-, 203-, or 212-day contracts) for a period of one-half the contract days (July-December for fall semester sabbatical leaves or January-June for spring semester sabbatical leaves) or a full year (July-June). An individual may request, subject to written approval by the Superintendent/President, a variation of the length and terms of the sabbatical. In such instances, written approval to apply for a variable sabbatical must be obtained from the Superintendent/President prior to submitting the application to the Sabbatical Leave Committee. In certain cases, individuals requesting an exception may be required to produce a calendar that delineates exactly which days are to be worked and how many hours constitute each day.

Compensation and Retirement Contribution During a Sabbatical Leave

Sabbatical leave applicants must post a bond with the District as a condition of receiving continued salary payments during the sabbatical leave. The District will pay for the bond. Once the leave is approved by the Board, the applicant must make arrangements to post a bond by contacting the Director of Human Resources.

In addition to receiving continued salary payments from MiraCosta College during the sabbatical leave, applicants may also earn wages from outside employment. These additional wages may be earned in the fulfillment of approved sabbatical leave activities.
Compensation for a one-semester sabbatical leave shall be 100 percent (100%) of the employee’s contract salary that would have been received had the employee remained in regular, full-time service for the District.

Compensation for a full year’s sabbatical leave shall be fifty percent (50%) of the employee’s contract salary that would have been received had the employee remained in regular service for the District.

Compensation shall be paid in the same manner as if the employee were in full-time service for the District.

Sabbatical leave shall count toward retirement and the employee contributions shall be collected. Employees receiving less than one hundred percent (100%) of salary while on sabbatical leave should consult with a Human Resources representative and must refer to the CalSTRS handbook (available online) for information about how to obtain full service credit towards retirement.

**Salary Advancement**

A full-time faculty member who wishes to apply advanced coursework towards salary advancement is allowed to do so during their sabbatical leave. Please note that being approved to study at a foreign institution of higher education as part of your sabbatical leave does not imply that such study will be approved for advancement on the salary schedule. Please consult with the Chair of the Salary Advancement Committee for information on the types of work that will qualify [http://www.miracosta.edu/instruction/sac/index.html](http://www.miracosta.edu/instruction/sac/index.html).

**Sabbatical Leave Process**

**Overview**

In the year prior to the requested sabbatical leave, a Sabbatical Leave Application must be submitted to the Sabbatical Leave Committee (SLC) by the assigned dates found in the timeline. The application is to be completed as described in Appendix A. The SLC will review the application, make recommendations, and forward on to the Academic Senate Council (ASC) for approval. If approved, ASC forwards the application to the Superintendent/President of the College. If approved by the Superintendent/President, the application will be forwarded to the Board of Trustees for final approval. Once Board approval is given, the applicant must contact the Director of Human Resources to discuss and ensure the posting of a bond.

Once the applicant returns from a sabbatical leave, he/she must submit a Sabbatical Leave Report. The report is to be completed as described in the “Sabbatical Report Format” section. The SLC will review the report, make recommendations, and forward on to the Academic Senate Council (ASC) for approval. If approved, ASC forwards to the Superintendent/President of the College for final approval.

**Application Process Timeline**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to submitting</td>
<td><strong>Applicant</strong> is strongly encouraged to attend SLC-sponsored workshop(s) and watch the</td>
</tr>
<tr>
<td>Sabbatical Application</td>
<td>online video posted on the SLC webpage to become familiar with application and reporting</td>
</tr>
<tr>
<td></td>
<td>procedures.</td>
</tr>
<tr>
<td>4th Friday of instruction</td>
<td><strong>Applicant</strong> delivers to the SLC administrative secretary, a hard copy of the completed</td>
</tr>
<tr>
<td>in Fall semester</td>
<td>signature page and electronically sends (by email attachment) a “Microsoft Word” document</td>
</tr>
<tr>
<td></td>
<td>of the application to SLC administrative secretary. SLC commences review of the applications</td>
</tr>
<tr>
<td></td>
<td>and makes recommendations for revisions.</td>
</tr>
<tr>
<td>November 15</td>
<td><strong>SLC</strong> forwards to the ASC administrative secretary the final sabbatical leave applications</td>
</tr>
<tr>
<td></td>
<td>with SLC’s recommendations. SLC Chair/administrative secretary notify VPs of Instruction and</td>
</tr>
<tr>
<td></td>
<td>Student Services of applicants whose applications were forwarded to ASC, including their</td>
</tr>
<tr>
<td></td>
<td>proposed type and dates of sabbatical leaves.</td>
</tr>
</tbody>
</table>
Prior to the beginning of finals week of fall semester | **Academic Senate Council** forwards to the administrative assistant of the Superintendent/President all the sabbatical leave applications with ASC’s recommendations.

Prior to the end of finals week of fall semester | **The Superintendent/President** forwards the applications to the Board of Trustees with a recommendation for action.

Prior to Board Meeting (early spring semester) | **SLC Chair** notifies applicants of Board Agenda and date on which the sabbatical leave applications will be considered.

Board Meeting (early spring semester) | **Board** considers and votes on the sabbatical leave applications. Applicant attendance is encouraged.

Within 1 week after Board Meeting | **SLC Chair** notifies applicants of Board’s action regarding the sabbatical leave applications.

As soon as possible after Board approval of sabbatical leave application | **Applicant** contacts the Director of Human Resources to ensure posting of a bond.

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**Report Completion Timeline**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Friday of instruction in spring semester (for faculty returning to full-time service in the spring) ² 3rd Friday of instruction in fall semester (for faculty returning to full-time service in the fall) ²</td>
<td>Applicant (individual who has completed his/her sabbatical leave) delivers to the SLC administrative secretary, a hard copy of the completed signature page and electronically sends (by email attachment) a “Microsoft Word” document of the report to SLC administrative secretary. SLC commences review of the reports.</td>
</tr>
<tr>
<td><strong>April 5</strong> (for faculty returning to full-time service in the spring) <strong>October 17</strong> (for faculty returning to full-time service in the fall)</td>
<td><strong>SLC</strong> forwards to the ASC administrative secretary the sabbatical leave reports with SLC’s recommendations.</td>
</tr>
<tr>
<td><strong>April 26</strong> (for faculty returning to full-time service in the spring) <strong>November 1</strong> (for faculty returning to full-time service in the fall)</td>
<td><strong>Academic Senate Council</strong> forwards to the administrative assistant of the Superintendent/President the sabbatical leave reports with ASC’s recommendations.</td>
</tr>
<tr>
<td>Before the end of each semester</td>
<td><strong>Superintendent/President</strong> makes approval decision on reports</td>
</tr>
</tbody>
</table>

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**Completing and Submitting a Sabbatical Leave Application**

**Posting Bond with the District**

**Posting of Bond for Sabbatical Leave**


As a condition of receiving continued salary payments during sabbatical leave, employees must obtain the performance bond from a bonding company approved by the District. The bond is to provide surety for the employee’s fulfillment of all obligations accepted as a condition for the granting of the paid leave. The District will pay for the bond.

The performance obligations for which the bonding company is guarantor will be discharged and the employee deemed to be relieved of further performance requirements when the report of the sabbatical has been accepted by the Superintendent/President following the employee’s return from leave, except for the condition of continuous employment for twice the period of the leave.
Requesting Approval for Late Changes to Application

Once approved by the Board of Trustees, a sabbatical leave application is a contract between the faculty member and the District. Changes to the objectives of the sabbatical leave that are not within the scope of the original application must be approved by the Superintendent/President. Minor changes to the number of projected hours per objective for non-traditional sabbatical leaves do not require a second approval by the Superintendent/President, so long as total hours is not less than 576.

If a sabbatical leave applicant finds it necessary to make alterations to an application after approval by the Board of Trustees, or at any time during the sabbatical leave periods, the applicant should consult with the Chair of SLC. A modified application must then be resubmitted for approval to the Superintendent/President, with a copy sent to the Chair of SLC. The altered application should be written using the same format as the original application, with changes from the original application clearly indicated. The altered application must also include a cover letter with a rationale for the alteration and an outline of the proposed changes. The Superintendent/President will consult with the Chair of SLC regarding the proposed alteration. If the change is substantial, the Superintendent/President may choose to consult with the full Sabbatical Leave Committee and the Academic Senate President. If the Superintendent/President does not find the proposed alteration acceptable, SLC will work with the faculty member to attempt to arrive at an acceptable application. The Superintendent/President, at his/her discretion, will then consult with the Board of Trustees. Following the granting of such approval, the Superintendent/President will inform SLC and the Academic Senate Council of his/her action.

Obligation of Service to the District

An applicant is required, upon completion of his/her sabbatical leave, to serve the District for a term equal to twice the length of the sabbatical leave periods per Administrative Procedure 7341 (refer to Appendix C). Applicants who are on a one-semester, one-year, or variable sabbatical are required to fulfill one-half of the number of hours of their professional development program/flex obligation for the year.

At the expiration of the sabbatical leave the employee shall, unless otherwise agreed to, be reinstated in a position equivalent in duties and salary, including any increments, to that held at the time of the granting of the leave. The employee shall be subject to the existing salary schedule upon return to the District.

Withdrawing an Application

In the event that an applicant decides to withdraw his/her application, the applicant is responsible for notifying the SLC Chair if the application has not been forwarded to the Superintendent/President for approval. Once the Superintendent/President and Board of Trustees have approved the leave, the applicant must notify the Superintendent/President and the Chair of the SLC, copying his/her immediate supervisor (Chair or Dean) and Vice President in his/her division. It is important that notice be given as soon as the applicant has decided not to take the sabbatical leave so that alternate applicants may be considered (if applicable).

Role of SLC, ASC, Superintendent/President, and Board of Trustees

Sabbatical Leave Committee (SLC):

- To ensure the quality, integrity, and appropriateness of each proposed sabbatical leave project and report;
- To encourage and facilitate the preparation of clear, well organized and thoughtful sabbatical leave documents; to suggest revisions to the applicants as necessary;
- To make and forward SLC recommendations regarding sabbatical leave applications and reports to the Academic Senate Council (ASC) for approval;
- To recommend changes in Administrative and Board policy and procedure as needed;
- To revise the Sabbatical Leave Handbook as necessary.

Academic Senate Council (ASC):

- To monitor the quality and integrity of each sabbatical leave application and each sabbatical leave report;
- To make recommendations regarding sabbatical leave applications and reports, as well as changes in policy and procedure, for approval by the Board of Trustees.

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**Superintendent/President:**
- To recommend approval or disapproval to the Board of Trustees regarding sabbatical leave applications;
- To approve or disapprove requested minor or major late changes to a sabbatical leave application;
- To approve or disapprove sabbatical leave reports;
- To make recommendations, as appropriate, concerning policy and procedure;
- To arbitrate any disputes using the District Grievance Policy.

**Board of Trustees:**
- To approve or disapprove Sabbatical Leave Applications forwarded by the Superintendent/President.

**Additional Information**

**Intellectual Property Rights**
Applicants whose applications may involve intellectual property rights need to review the Board Policy regarding this issue. Specifically, those faculty who undertake a self-directed study where an original work(s) of any kind will be produced as a portion of the sabbatical activity should make a statement in the application regarding the ownership and control of this work(s), in accordance with Administrative Policy 3715 on Intellectual Property Rights ([http://www.miracosta.edu/officeofthepresident/board/downloads/3715AP-IntellectualProperty-Effective4-6-10.pdf](http://www.miracosta.edu/officeofthepresident/board/downloads/3715AP-IntellectualProperty-Effective4-6-10.pdf)).

**Office Space**
Applicants retain office rights and access during their sabbatical leave. However, when office space is at a premium, applicants may be asked to share their office when they are away and to clear out sufficient work space (desktop and drawer, bookshelf space, and at least one file cabinet drawer) before embarking on their sabbatical leave.

**Service on the Sabbatical Leave Committee**
Once a sabbatical leave applicant returns from their first leave, they are eligible to serve as a member of the Sabbatical Leave Committee. Service on this committee is not a requirement.
Application Format

A. Overview

The application must be computer-generated. All pages, beginning with the Signature Page (as your cover page), must have a footer which includes the page number (page x of y) and applicant’s name (see Appendix A). The following items must be included in the sabbatical leave application packet and in the following order:

I. **Signed and Dated “Sabbatical Leave Application Signature Page (Part I)”**
   
   See Appendix A in this manual. This page may be downloaded from the “Forms” link at: http://www.miracosta.edu/instruction/slc/index.html; download this form and submit to the SLC Administrative Secretary as hard copy and an electronic copy along with the rest of your application.

II. **“Abstract (Part II)” of Sabbatical Leave Application**
   
   Found in the “Forms” link attached to Part I: http://www.miracosta.edu/instruction/slc/index.html (also see Appendix A in this manual for a sample).

III. **Part III: Identification of Objectives, Description of Proposed Activities in the Sabbatical Application, and Documentation**
   
   Refer to Appendix A for format; Complete online form.

IV. **Part IV: Explanation of Contribution to District**.
   
   Refer to Appendix A for format: Complete online form. Examples of successful sabbatical leave applications will be on file with the SLC/ASC administrative secretary and are also linked to the SLC website for reference. (http://www.miracosta.edu/instruction/slc/index.html)

B. Description of Each Section in the Application

I. **Sabbatical Leave Application - Signature Page** (Appendix A; available online)
   
   This is the official signature cover page for the original application packet, which also indicates that you have notified the department chair, your dean and vice president and have given them an opportunity to provide feedback. You must also indicate if you are requesting a one-semester leave (& semester of preference), a full year leave (at 50% compensation) or a variable leave.

II. **Abstract of Sabbatical Leave Application** (Appendix A; available online).
   
   The applicant must clearly state the purpose(s) of the proposed sabbatical leave project in 200 words or less on this page. On this form, check the type of sabbatical leave proposed:

   - **Advanced Academic Studies (Traditional Leave)**
     
     Advanced academic studies are defined as academic study consisting entirely of 12 semester units (or 18 quarter units) of upper-division and/or graduate-level courses at an accredited institution other than a community college. (Note: Exceptions may be made for study at foreign institutions.) These applications must list the classes the applicant intends to take. SLC strongly recommends that those applying for an Advanced Academic Studies sabbatical leave include several alternative upper-division and/or graduate-level courses on their application in the event that one or more of the originally listed courses are cancelled or not offered during the semester of the sabbatical leave.

   - **Self-directed studies**
     
     Non-traditional activities are defined as activities equivalent to a full-time study program or project. Note: 576 hours is the equivalent of 12 semester units or 18 quarter units of upper division and/or graduate-level coursework. Applications for self-directed studies may entail a combination of advanced academic study, appropriate lower division classes, and/or other activities. These applications must contain a detailed list and/or statement of all activities proposed for the sabbatical leave project.

III. **Identification of Objectives, Description of Proposed Activities, and Documentation** (Appendix A; available online)
   
   For each objective that is listed, the applicant must include a description of the activity, how it will be accomplished, and provide an estimate of the amount of time (or units for coursework) that will be devoted to each activity. There is not a requirement for a specific number of objectives. It is recommended that the number of objectives be limited to four, in order to provide cohesiveness to the sabbatical leave activities.
The Following Format Shall Be Followed for Each Objective:

a. **My Objective**
   State your objective. Objectives are short statements that describe activities which address the sabbatical leave’s purpose. Whenever possible, outcomes of objectives should be measurable.

b. **How I Plan to Accomplish My Objective**
   The applicant addresses how the objective will be accomplished. Accurately identify and describe the activities that will be performed to achieve the stated objectives and meet the stated purpose of the sabbatical leave. This enumeration and description of activities must include details such as names, dates, and places to the best of applicant’s knowledge. The applicant shall indicate what the anticipated outcomes will be. That is, evidence should be available at the conclusion of the sabbatical leave (in the documentation section/log of the sabbatical leave report) to show that the objectives were met and to what degree they were achieved. For example, if the applicant will develop a product (written materials, photos, artwork, designs, online courses, etc.) he/she indicates what it will be.

c. **Documentation and Estimation of Time Spent on This Approved Activity**
   For sabbatical leaves composed entirely of advanced academic studies, the number of semester/quarter units must be indicated for each course listed (grand total > 12 semester units). Because it may be impossible to know if all courses one wishes to take will be offered by an educational institution, it is advisable to create a list of possible courses which is greater than the actual number of courses that will be taken.

   For self-directed studies, the applicant is obligated to fulfill 576 hours. The number of hours projected for each activity should be estimated and provided. Travel time may not be included. It is acceptable to commit to more than eight (8) hours of work on an activity in one day.

   The applicant will enumerate and describe the procedures and materials that will be used to document and/or prove the satisfactory completion of the proposed activities. Applicants will be required, upon completion of sabbatical leave activities, to provide evidence of successful project completion or progress towards completion of the proposed objectives. Examples of evidence could include but are not restricted to brief documentation (fewer than 15 pages) as an appendix to the Sabbatical Leave Report, an Internet link, a portfolio of work, excerpts from texts produced, etc. Applicants are encouraged to consult with the SLC chair about appropriate means of providing evidence.

   **NOTE:** All academic studies and self-directed studies must be performed during the sabbatical leave period. Exceptions may be granted when the proposed program does not match dates of sabbatical leave periods. Any contingencies for both traditional leaves and self-directed studies must be clearly spelled out (in this section of the application) with strong rationale for their necessity. The applicant should also consult with the chair of SLC before submitting his/her application.

IV. **Explanation of Contribution to District** (available online)
   The applicant will discuss the benefits of his/her sabbatical leave to the District by addressing the following:

a. **Professional Development of Applicant**
   Explain how the study or project(s) will contribute to your professional development.

b. **Anticipated Benefit of Project**
   Explain the anticipated short- and/or long-term benefits of your project on the following groups: students, department, college, and/or community. Include specific information on how this contributes to Student Learning Outcomes (SLOs) and PSLOs if applicable.
Sabbatical Report Format

A. Overview
Every faculty member returning from sabbatical leave must complete a sabbatical leave report following the format herein. The report must be computer-generated and incorporate all of the report elements listed below.

All pages (except the Signature Page) must have a footer which includes the page number (page x of y) and applicant’s name (see Appendix B). One electronic Microsoft Word version of the report must be submitted via email to the SLC Administrative Secretary with the Signature Page (original signature is not necessary). Recent examples of successful sabbatical leave reports are on file with the SLC administrative secretary and linked to the SLC website for reference (http://www.miracosta.edu/instruction/SLC/index.html).

Note: Although the format of past reports may vary from the current guidelines in this handbook, applicants should use the format described herein.

The following items must be included in the sabbatical leave report packet: All forms are available online.

I. Signed and dated “Sabbatical Leave Report Signature Page – Part I” (http://www.miracosta.edu/instruction/SLC/index.html; see Appendix B). Hard copy must have original signature. Electronic copy does not require signature but should be included as page one of the Report.

II. Restatement of “Abstract of Sabbatical Leave Application-Part II” from your approved application (http://www.miracosta.edu/instruction/SLC/index.html; see Appendix B; this will constitute page number two of your Sabbatical Leave Report).

III. Completion of Objectives, Description of Activities and Documentation (Appendix B).

IV. Explanation of Contribution to District (Appendix B).

V. Documentation (Appendix B).

B. Description of Each Section in the Report

I. Sabbatical Leave Report Signature Page (refer to Appendix B)
The individual who has concluded his/her sabbatical leave will complete the top section of this form.

II. Re-statement of Abstract of Sabbatical Leave Application (refer to Appendix B)
The individual who has concluded his/her sabbatical leave will include the Abstract of Sabbatical Leave Application from the approved application.

III. Completion of Objectives, Description of Activities (refer to Appendix B)
Restatement of evidence that you agreed to provide (from application).

Following the format given in Appendix B, the individual briefly explains how the activities met the objectives. Indicate the number of hours applied to the accomplishment of each objective. Any modifications to the objectives in the application or how they were accomplished must be accompanied by a full explanation.

Clearly and concisely describe all the activities that were completed during the sabbatical leave. Evidence of project completion must be made accessible to the SLC, ASC, and Superintendent/President. Examples of evidence could include but are not restricted to brief documentation (fewer than 15 pages) as an appendix to the report, an Internet link, a portfolio of work, excerpts from texts produced, etc. Applicants are encouraged to consult with the SLC chair about appropriate means of providing evidence.

Often those who take a sabbatical leave accomplish more than they originally proposed. In a separate section (Additional Sabbatical Leave Activities), you may present any of these activities. Note that additional sabbatical activities cannot substitute for originally approved activities or count towards the 576 hours as originally proposed in your application (unless approved by the President/Superintendent; see pg. 4-Requesting Approval for Late Changes to Application).
IV. **Contribution to District** (refer to Appendix B)

In this section the individual who has concluded his/her sabbatical leave will restate and elaborate upon how the sabbatical leave activities contribute to the District. While this may seem redundant to the proposal, the applicant will most likely identify more or different benefits than originally anticipated. Please address the following:

a. **Professional Development of Applicant**

Explain how the sabbatical leave study, project, and/or activities contributed to the professional development of the applicant.

b. **Benefit of Project**

Explain the anticipated short- and/or long-term benefits of your project on the following groups: students, department, college, and/or community. Include specific information on how this contributes to Student Learning Outcomes (SLOs) and/or PSLOs.

V. **Documentation** (refer to Appendix B)

a. **Advanced Academic Studies**: For those individuals who undertook a traditional sabbatical leave, an official transcript, attached to the hard copy of the report, will serve to identify the activities, but additional description is also needed in section III of the report (e.g., a description of the courses taken, units completed and educational institution attended). A minimum of 12 semester units (18 quarter units) is required. One semester unit is equivalent to 48 hours of study.

b. **Self-directed studies**: For those faculty who undertook a self-directed study on their sabbatical leave, a log with a clear indication of the number of hours devoted to each activity is required (minimum total should equal 576 hours associated with the original application). A sample table is provided in Appendix B.

c. **Additional Sabbatical Leave Activities**: A record of hours devoted may be provided but cannot be counted toward the 576 hours that were originally approved in the Sabbatical Leave Application for self-directed studies, or toward the units that the individual was supposed to accomplish during their traditional sabbatical.
Appendix A

Part I
Sabbatical Leave Application Signature Page

(Part I and II are available as online forms: http://www.miracosta.edu/instruction/SLC/index.html)

Name: ___________________________ Department: ___________________________

Application Submission Date: ___________________________

Full-time Hire Date (semester and year): ___________________________

Semester and year of last sabbatical leave
(or ‘NA’ if you have never taken a sabbatical leave): ___________________________

Period of sabbatical leave requested:
• Academic School Year: ___________________________
• Check (X) the length of Sabbatical Leave:
  • _____One semester (indicate semester of preference: ______),
  Or _____One-year at 50% compensation (do not include unbanking),
  Or _____Variable (approval of Superintendent/President required prior to submission of
    application).

Date of proposed return to full-time service (if unbanking): _____________

Prior to submitting your application, perform the following steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Initials of applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1:</td>
<td>Notify your Department Chairperson (or equivalent) of your intent to request a sabbatical leave, giving him/her the opportunity to consider staffing, budgets, previous evaluations and other issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2:</td>
<td>Notify your Dean (or equivalent) of your intent to request a sabbatical leave, giving him/her the opportunity to consider staffing, budgets, previous evaluations and other issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 3:</td>
<td>Notify your Vice President (or equivalent) of your intent to request a sabbatical leave, giving him/her the opportunity to consider staffing, budgets, previous evaluations, SLO assessment calendar, and other issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 4:</td>
<td>Submit application &amp; application (hard copy and electronic copy) to SLC Administrative Secretary prior to deadline. SLC will review and make recommendations for revisions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that I must have six years of service prior to and between each sabbatical leave and certify that the foregoing is correct and that I will complete the requisite number of hours (576) in self-directed and/or academic studies:

Signature: ___________________________

Original signature is required on hard copy:

APPROVALS  (applicant should not write below this line)

<table>
<thead>
<tr>
<th>Title</th>
<th>Approved (Yes/No)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLC Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent/President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees President</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part II
Abstract of Sabbatical Leave Application

APPLICANT'S NAME: ______________________

DEPARTMENT: ______________________

CHECK (X) THE TYPE OF SABBATICAL LEAVE: _____ Advanced Academic Studies, or _____ Self-directed studies (may partially include academic studies)

(select Advanced Academic Studies only if all 12 semester/18 quarter units are upper division/graduate credit. Otherwise, choose Self-directed studies.)

ABSTRACT
In the box below, clearly state the purpose(s) of the proposed sabbatical leave (200 words or less):
Parts III & IV
Sabbatical Leave Application
(Parts III & IV are not available online; use the following format and prepare these sections as described below)

III. Identification of Objectives, Description of Proposed Activities & Documentation

Objective #1:
   a. My objective:
   b. How I plan to accomplish my objective and anticipated outcome:
   c. Documentation and estimation of time spent on my activity:

Objective #2:
   a. My objective:
   b. How I plan to accomplish my objective and anticipated outcome:
   c. Documentation and estimation of time spent on my activity:

Etc. [other objective[s]

Total Estimate of Hours for all objectives (minimum of 576 hours) = _______

IV. Explanation of Contribution to District

A. Explanation of how my activities will contribute to my professional development:

B. Explanation of the anticipated short- and/or long-term benefits of your project on the following groups: students, department, college, and/or community. Include specific information on SLOs and/or PSLOs.
Attached is my comprehensive Sabbatical Leave Report. I certify that I have fulfilled the objectives of my sabbatical leave and will render the amount of service required by District Policy – Administrative Procedure (AP) 7341.

NAME: Click here to enter text.

DATE SUBMITTED: Click here to enter text.

ACADEMIC SCHOOL YEAR IN WHICH LEAVE WAS TAKEN: Click here to enter text.

SEMESTER IN WHICH LEAVE WAS TAKEN: Click here to enter text.

(NOTE: If this was a full-year leave or a variable leave, please indicate this. Do not include any unbanking as part of a sabbatical leave)

CHECK (X) TYPE OF SABBATICAL LEAVE: _____ Advanced Academic Studies, or _____ Self-directed studies

SIGNATURE: Click here to enter text.

(hard copy must include your actual signature on line above)

Applicant should not write below this line.

<table>
<thead>
<tr>
<th>Title</th>
<th>Approved (Y/N)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLC Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Senate President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent/ President</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. **Re-statement of Sabbatical Leave Application**
Copy and paste your original sabbatical leave abstract that was submitted with your application (Appendix A).

III. **Completion of Objectives, Description of Activities**

**Objective #1:**
- Re-state objective (from application);
- Re-state the evidence that you agreed to provide (from application). State the means by which you accomplished the objective and provide a description of any materials that you produced/courses completed in the fulfillment of the objective;
- Indicate the total number of hours dedicated in the accomplishment of the objective.

**Objective #2:**
- Re-state objective (from application);
- Re-state the evidence that you agreed to provide (from application). State the means by which you accomplished the objective and provide a description of any materials that you produced/courses completed in the fulfillment of the objective;
- Indicate the total number of hours dedicated in the accomplishment of the objective.

**Etc. (additional Objectives –formatted as above)**

**Additional Sabbatical Leave Activities** *(if applicable)*

IV. **Contribution to District**
In this section the individual who has concluded his/her sabbatical leave will restate and elaborate upon how the sabbatical activities contribute to the District by addressing the following:
- Explain how the study or project contributed to the professional development of the applicant.
- Explain the anticipated short- and/or long-term benefits of your project on the following groups: students, department, college, and/or community. Include specific information on SLOs and/or PSLOs.

V. **Documentation**
If you performed Advanced Academic Studies, your transcripts are to be attached to this section of the hardcopy of your report.

If you performed self-directed studies, attach a weekly log in table form (e.g. generated in Excel or Word program – *see sample table below*) for each objective. A column of hours should be dedicated to each objective with a total of calculated hours at the end of each column. The sum of these columns must total 576 hours or more. You may also add a separate column that indicates any hours devoted to additional activities that were not originally provided in your application. These should not be included in your final sum of approved hours completed.

**SAMPLE DOCUMENTATION TABLE OF HOURS LOGGED ON EACH ACTIVITY**

<table>
<thead>
<tr>
<th>WEEK OF:</th>
<th>OBJECTIVE #1 (Description of activity)</th>
<th>OBJECTIVE #2 (Description of activity)</th>
<th>OBJECTIVE #3 (Description of activity)</th>
<th>ADDITIONAL Sabbatical Leave Activities*</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/22/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS ACCUMULATED FOR EACH ACTIVITY:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sum total of hours completed for **approved** activities: ____________________________________________

*May not be counted toward the 576 hours that were originally approved.
ADMINISTRATIVE PROCEDURE (AP) 7341
Sabbatical Leave

The district may grant a leave of absence for study and travel (sabbatical) to any regular, full-time faculty member who has rendered satisfactory service to the district for at least six consecutive years prior to taking the sabbatical. Not more than one sabbatical shall be granted in each six-year period. An application for sabbatical is to be completed as outlined in the Sabbatical Leave Application and Report Procedures Guide handbook during the sixth consecutive year of service since date of hire or return from previous sabbatical.

While absence for an approved nonworking leave shall not be deemed a break in the continuity of service, the time spent on a nonworking leave and/or a sabbatical shall not be included as service in computing the six consecutive years required for sabbatical eligibility. Time spent on an approved working leave shall be included in the six years required for eligibility if both the work and the manner of compensation have been approved by the district.

The number of sabbaticals to be granted by the Board of Trustees shall not exceed eight percent (8%) of the full-time faculty per academic year. Exceptions may be approved at the discretion of the College Superintendent/President.

Every employee, as a condition to being granted a sabbatical pursuant to this procedure, shall agree in writing to render a period of service to the district following his or her return from the sabbatical that is equal to twice the period of the sabbatical.

As a condition of receiving continued salary payments during a sabbatical, employees must obtain a performance bond through the district. Arrangements are to be made through the Director of Human Resources. The bond is to provide surety for the employee's fulfillment of all obligations accepted as a condition for the granting of the paid sabbatical. Once the performance obligations for which the bonding company is guarantor have been discharged and the sabbatical report has been accepted by the Superintendent/President, the employee will be deemed to be relieved of further performance requirements, except for the condition of continuous employment for twice the period of the sabbatical.

The Sabbatical Leave Application and Report Procedures Guide handbook that includes this administrative procedure, as well as information on the types of sabbaticals, seniority rules, application procedures, and evaluation standards for reports of completion, shall be reviewed and updated annually by the Sabbatical Leave Committee/Group.

Reference: Education Code Sections 87767 et seq