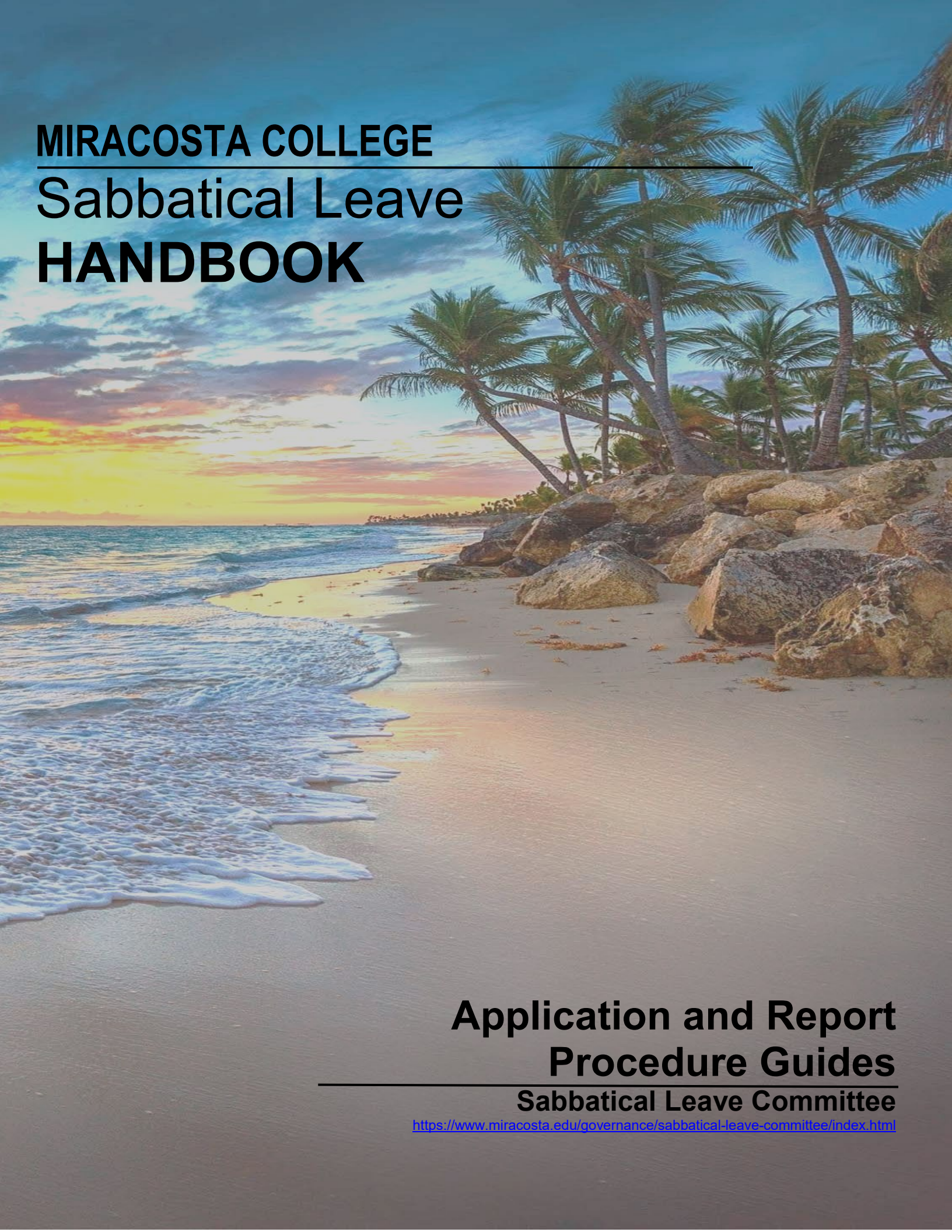

MIRACOSTA COLLEGE
Sabbatical Leave
HANDBOOK

Application and Report Procedure Guides

Sabbatical Leave Committee

https://www.miracosta.edu/governance/sabbatical-leave-committee/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."[1] 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 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. Information contained in this handbook supersedes all previous versions. This handbook has a link to the forms found in appendix A which are also available online from the SLC website at https://www.miracosta.edu/governance/sabbatical-leave-committee/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 reports.

Professional Standards

A sabbatical leave is a privilege, not a right, granted to 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 on the SLC website at https://www.miracosta.edu/governance/sabbatical-leave-committee/index.html.)*
    - Be mindful of the fact that the Superintendent/President and Board of Trustees read and/or approve all applications and reports.
- Follow the guidelines in the handbook.
  - Incorporate into their applications and reports will be the same topic headings listed in this handbook Complete the required online forms provided in a link in this handbook and on the SLC website at https://www.miracosta.edu/governance/sabbatical-leave-committee/index.html and submit applications and reports by the given deadlines.

Sabbatical Leaves – General Information

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

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 (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 (AS) and is subject to approval by the President/Superintendent and Board of Trustees. The 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.

[1] Sabbaticals: Effective Practices for Applications, Implementation and Follow-up. http://asccc.org/sites/default/files/Sabbaticals.pdf & http://asccc.org/node/175017

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.

Graduate Coursework
Twelve (12) semester units or 18 quarter units of upper division and/or graduate-level coursework is equivalent to : 576 hours. Therefore, applicants pursuing self-directed activities are expected to fulfill 576 hours.

Lower Division Coursework
Each semester unit of lower division coursework is equal to 0.67 hours. Each quarter unit of lower division coursework is equal to 0.44 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 at: https://www.miracosta.edu/governance/salary-advancement-committee/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 will be contacted by the Human Resources Operations Manager to make arrangements to post a bond.
In addition to receiving continued salary payments from MiraCosta College during the sabbatical leave, applicants may also earn wages from outside employment. 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 at: http://www.calstrs.com/calstrs-member-handbook 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 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: https://www.miracosta.edu/governance/salary-advancement-committee/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 online. The SLC will review the application, make recommendations, and forward on to the Academic Senate (AS) for approval. If approved, AS 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 will be contacted by the Human Resources Operations Manager 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 online and **as described in the "Sabbatical Report Format" section of the Handbook**. The SLC will review the report, make recommendations, and forward on to the Academic Senate (AS) for approval. If approved, AS forwards to the Superintendent/ President of the College for final approval.

Application Process Timeline

Deadline	Activity
Prior to submitting Sabbatical Application	**Applicant** is strongly encouraged to read the SLC Handbook and watch the online video posted on the SLC webpage to become familiar with application and reporting procedures. **Applicant** notifies their department chair, dean, and Vice President of Instructional Services of his/her intent to apply for a sabbatical leave, giving them the opportunity to consider staffing, budgets, previous and future evaluations, SLO assessment calendar and other issues.
Friday of the 5th week of instruction in the Fall semester	**Applicant** delivers an online completed signature page and submits applications online to the AS Administrative Assistant. SLC commences review of the applications and makes recommendations for revisions.
By the beginning of November	**SLC** forwards the final sabbatical leave applications with SLC's recommendations to the AS Administrative Assistant. The SLC Chair/AS Administrative Assistant notify VPs of Instruction and Student Services of applicants whose applications were forwarded to AS, including their proposed type and dates of sabbatical leaves.
Prior to the beginning of finals week of fall semester	**AS Administrative Assistant** forwards all the sabbatical leave applications with AS recommendations to the Executive Assistant of the Superintendent/President.
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** will be contacted by the Human Resources Operations Manager to ensure posting of a bond. Paperwork for the bond must be submitted by the applicant before the last day of the semester.

Report Completion Timeline

Deadline	Activity
Friday of the 4th week of instruction in Spring semester (for faculty returning to full-time service in the spring) **Friday of the 4th week of instruction in Fall semester** (for faculty returning to full-time service in the fall)	**Applicant** (individual who has completed his/her sabbatical leave) delivers to the AS Administrative Assistant, a digital copy of their completed signature page and submits their report online. SLC commences review of the reports.
By the beginning of May (for faculty returning to full-time service in the spring) **By the beginning of November** (for faculty returning to full-time service in the fall)	**SLC** forwards to the AS Administrative Assistant the sabbatical leave reports with SLC's recommendations.
By the 1st week in May (for faculty returning to full-time service in the spring) **By the 1st week in December** (for faculty returning to full-time service in the fall)	**Academic Senate** forwards to the Executive Assistant of the Superintendent/President the sabbatical leave reports with AS recommendations.
Before the end of each semester	**Superintendent/President** makes approval decision of reports.

Completing and Submitting a Sabbatical Leave Application

Posting Bond with the District

Note: Six (6) weeks before the end of the semester prior to the applicant going on sabbatical leave, the Human Resources Operations Manager will send the applicant the bond application and instructions for returning it to the insurance company. Paperwork must be submitted before the applicant's last day of the semester.

Posting of Bond for Sabbatical Leave
https://www.miracosta.edu/office-of-the-president/board-of-trustees/_docs/7341AP-SabbaticalLeave-Effective12-8-09Revised3-1-11_000.pdf
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 submitted 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 of his/her action. The applicant will resubmit their revised application to the SLC.

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 per Administrative Procedure 7341 (refer to Appendix B). 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, AS, 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 (AS) for approval;
- To recommend changes in Administrative and Board policy and procedure as needed;
- To revise the Sabbatical Leave Handbook as necessary.

Academic Senate (AS)

- 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.

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.
- To receive and read Sabbatical Leave Reports for information only.

Additional Information

Online Resources and Materials

When creating online resources and/or materials and prior to going on sabbatical leave, the applicant must ensure the materials are American with Disabilities Act (ADA) compliant. The applicant should consult with the Director of Online Education.

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: (https://www.miracosta.edu/office-of-the-president/board-of-trustees/_docs/3715AP-IntellectualProperty.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 will be submitted in a Google form online. The following items will be included in the sabbatical leave application in the following order:

I. ***Signed and Dated Sabbatical Leave Application Signature Page (Part I)***
See Appendix A in this handbook for a link to the online application. Download and print the signature page and submit it to the AS Administrative Assistant.

II. ***Abstract (Part II) of Sabbatical Leave Application***
See Appendix A in this handbook for a link to the online application.

III. ***Part III: Identification of Objectives, Description of Proposed Activities in the Sabbatical Application, and Documentation***
See Appendix A in this handbook for a link to the online application.

IV. ***Part IV: Explanation of Contribution to District***.
See Appendix A in this handbook for a link to the online application. Examples of successful sabbatical leave applications will be on file with the AS Administrative Assistant and are also linked to the SLC website for reference here at https://www.miracosta.edu/governance/sabbatical-leave-committee/index.html.

B. Description of Each Section in the Application

I. ***Sabbatical Leave Application - Signature Page***
This is the official signature cover page for the application, 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 (and semester of preference), a full year leave (at 50% compensation), or a variable leave.

II. ***Abstract of Sabbatical Leave Application***
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***
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 Will 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 $\geq$ 12 semester units or 18 quarter 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***

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. As appropriate, include specific information on how this contributes to Student Learning Outcomes (SLOs), PSLOs, core competencies, and/or equity, diversity, and inclusion.

Sabbatical Report Format

A. Overview

Every faculty member returning from sabbatical leave must complete a sabbatical leave report using the online form. The report will be completed online and incorporate all of the report elements listed below.

The report must be submitted online and the Signature Page submitted to the AS Administrative Assistant. Recent examples of successful sabbatical leave reports are on file with the AS Administrative Assistant and linked to the SLC website for reference at
https://www.miracosta.edu/governance/sabbatical-leave-committee/index.html

The following items will be included in the sabbatical leave report online:

I. ***Signed and Dated "Sabbatical Leave Report Signature Page – Part I"***
See Appendix A in this handbook for a link to the online report form. Download and print this page and submit it to the AS Administrative Assistant.. Hard copy must have original signature.

II. ***Restatement of "Abstract of Sabbatical Leave Application-Part II***" from your approved application; this will constitute page number two of your Sabbatical Leave Report.
See Appendix A in this handbook for a link to the online report form.

III. ***Completion of Objectives, Description of Activities and Documentation***.
See Appendix A in this handbook for a link to the online report form.

IV. ***Explanation of Contribution to District***
See Appendix A in this handbook for a link to the online report form.

V. ***Documentation*** (Appendix B).
See Appendix A in this handbook for a link to the online report form.

B. Description of Each Section in the Report

I. Sabbatical Leave Report Signature Page

The individual who has concluded his/her sabbatical leave will complete the top section of this form.

II. Restatement of Abstract of Sabbatical Leave Application

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

Restatement of evidence that you agreed to provide (from application).

Using the online form, 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, AS, 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

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. As appropriate, include specific information on how this contributes to Student Learning Outcomes (SLOs), PSLOs, core competencies, and/or equity, diversity, and inclusion.

V. Documentation

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.

Forms

Visit the Sabbatical Leave Committee webpage at: https://www.miracosta.edu/governance/sabbatical-leave-committee/index.html for more information and links to the SL Application and SL Report forms online or click the links below.

I. Sabbatical Leave Application (Click this LINK for the online form)

To submit an application for a sabbatical leave, click on the link at the bottom of this section and fill out all required information online as outlined here.

Part I	Signature Page (click this LINK for the fillable signature page for your application)
Part II	Abstract
Part III	Identification of Objectives, Description of Proposed Activities and Documentation
Part IV	Contribution to the District

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II. Sabbatical Leave Report (Click thie LINK for the online form)

To submit a sabbatical leave report upon return from your sabbatical leave, click on the link at the bottom of this section and fill out all required information online as outlined here.

Part I	Signature Page (click this LINK for the fillable signature page for your report)
Part II	Re-statement of Sabbatical Leave Abstract (copy and paste from application)
Part III	Completion of objectives, description of activities
Part IV	Contribution to District
Part V	Documentation

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 Human Resources Operations Manager. 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.