

CITY COLLEGE OF SAN FRANCISCO

Sabbatical Leave Information

OVERVIEW

PURPOSE. Sabbatical leaves are a professional benefit accorded to qualified members of the certificated staff by the Board of Trustees for the purpose of study, research, or travel which will benefit the schools and students of the College.

ELIGIBILITY. Faculty/Managers are eligible if (1) they have a minimum of twelve (12) credited semesters of full-time service at the time of application AND (2) all such service required certification qualifications AND (3) all such service shall have been at City College of San Francisco. Sabbatical leave requests are ranked on the basis of seniority, and only a limited number of persons receive sabbatical leaves each semester/year. (Refer to the College/AFT Contract for details.)

ACTIVITY. The Sabbatical leave activity – study, travel, or special project – must be of value to the College and the students of the College.

TIMELINE. Applications for sabbatical leaves are generally available towards the end of the Spring term, and are due early in the Fall term. Applications for sabbatical leave are made one academic year in advance. The application form has the specific deadline.

NOTIFICATION. Applicants are advised to notify their Department Chairs of their intended sabbaticals to accommodate necessary long-range departmental planning. Department Chair signature is required on page 7 of the Sabbatical Leave Application.

CONTRACTUAL OBLIGATIONS. Requirements and procedures for sabbatical leaves are dictated by Article 17 of the AFT Contract. Applicants are encouraged to familiarize themselves with the contractual obligations prior to completing a sabbatical application.

REVIEW AND APPROVAL

SABBATICAL REVIEW COMMITTEE

The Sabbatical Review Committee has been established for the purpose of making sabbatical-related recommendations to the Chancellor. The Sabbatical Review Committee consists of four members:

- Dean of Instruction (Committee Chair)
- Vice Chancellor of Academic Affairs (Provost)
- Dean, Human Resources
- Associate Dean, Human Resources

Responsibilities of the Sabbatical Review Committee include, but are not limited to:

1. Review and approval of sabbatical leave proposals for quality,

appropriateness, and benefit to the College and its students. The Committee may make recommendations for modification, if needed.

2. Consideration of requests for rescission based on College need or personal emergency.
3. Review and sign off on sabbatical leave reports for quality and consistency with leave requirements and approved proposal.

APPLICATION REVIEW PROCEDURES

The Sabbatical Review Committee will review sabbatical leave applications for the following:

1. Benefits to the departments and students of the College.
2. Appropriateness and focus.
3. Organized plan for academic study, travel, or research project.

All sabbatical leave proposals will be subject to the same review standards. The Committee will forward recommended proposals to the Chancellor/Designee for approval. If the Committee deems the proposed sabbatical activity to be inappropriate, the Committee will request that an alternative proposal be submitted which, if accepted, will be submitted to the Chancellor for final approval.

REQUIREMENTS AND PROCEDURES UPON RETURN FROM SABBATICAL LEAVE

REQUIRED SERVICES FOLLOWING SABBATICAL LEAVE

An academic employee must serve two years of consecutive service at his/her full load after a one-year sabbatical leave, and one year of consecutive service at his/her full load after a one-semester sabbatical leave. (Article 17.L.8.1)

The District will consider exceptions to the post-sabbatical service requirement (consecutive and full-load requirement only) in Section 8.1, above, on a case-by-case basis. In making its determination, the District will consider the nature of the employee's request and such factors as the impact on District programs, operation and staffing and applicable provisions of this Agreement. Any requests for exceptions shall be made in writing to the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Development and the Director of Human Resources. Absent extenuating circumstances, the request must be submitted within the first two weeks of the semester prior to the semester in which the faculty member will commence fulfillment of his/her required post-sabbatical service. The terms of any exception granted pursuant to this section shall be in writing. (Article 17.L.8.2)

POST-SABBATICAL DOCUMENTATION REQUIREMENTS

All employees shall submit appropriate documentation of their sabbatical within sixty (60) calendar days of the beginning of the subsequent semester. Documentation requirements vary based on the type of sabbatical taken, and are detailed below. Documentation is to be submitted to the Human Resources Office, 33 Gough Street, Attention: Sabbatical Desk. The Human

Resources Office will issue a receipt to the employee, and then forward the documentation to the Sabbatical Review Committee for review.

After the review, the Committee designees will forward an assessment of the report's compliance with the above-stated criteria to the Chancellor. The Chancellor/Designee will inform the employee, in writing, if the report has been approved/disapproved. If the report is approved, the Chancellor will send the transmittal form to the Human Resources Office to be placed in the employee's permanent file and will transmit the report to the College Library/Campus Teachers' Resource Center.

If the report is unsatisfactory, the Chancellor/Designee will notify the employee, in writing, including reason(s) for rejection, and will require the employee to rewrite the report within twenty (20) work days. The report will again be subject to the review procedures by the Committee designees. A timely appeal of a Notice of Rejection may be filed with the Chancellor. (Refer to the CCSF/AFT Contract provisions.)

STUDY SABBATICAL DOCUMENTATION

The employee shall submit an official transcript of course work satisfactorily completed, or other evidence of completion of study. If the units are also to be used for salary increment, additional deadlines apply. (See Article 17.L.6.1.2. and 20.D.5)

RESEARCH PROJECT/TRAVEL SABBATICAL DOCUMENTATION

The employee shall submit a written report detailing their travel or research activities. It is expected that the employee will present a well-organized, professional typewritten report, which must include a one-page summary suitable for dissemination.

ADDITIONAL DOCUMENTATION REQUIREMENTS – SPLIT SABBATICAL

Faculty taking a split sabbatical must also submit an interim report, subject to the same content requirements as described above.

ADDITIONAL CONTRACTUAL REQUIREMENTS AND OTHER CONSIDERATIONS

RETIREMENT CONSIDERATIONS. Employees should check with their retirement system for effects of this leave on retirement/eligibility benefits.

CHANGES TO SABBATICAL ACTIVITY. Once a sabbatical has been awarded, no changes to the proposed sabbatical activity may be made without prior approval of the Sabbatical Review Committee.

UNITS AND SALARY INCREMENT. If units earned while on a Study Sabbatical are also to

be used for salary increment, the person must conform to the procedures specified in Article 17.L.6.1.2.

LIMITED SEMESTER SWITCHING. When a one-semester sabbatical is awarded, no switching of that semester may occur (Article 17.L.4.1.h). When a one-year sabbatical is awarded, no switching of the *beginning* semester may occur. (Article 17.L.4.1.g.)

UNSPECIFIED SECOND SPLIT SEMESTER. If the second half of a split sabbatical is not specified at the time of the award, then the applicant must submit an application for the second half of the sabbatical in accordance with Article 17.L.4.1.d.

COMMITMENT. Once a sabbatical is awarded, a faculty member is committed to a sabbatical leave contract. In cases of emergency, faculty can request a rescission, which will be considered by administration. (Article 17.L.4.1.h.)

SALARY WITHHOLDING. If the report or transcript is not submitted, then the employee's salary for "his/her last four weeks of service for the year will be withheld until a satisfactory report is submitted." (Article 17.L.7.2.2)