Sabbatical Leave

- General Information
- Procedures
- Sabbatical Leave Application and Agreement
CITY COLLEGE OF SAN FRANCISCO  
Sabbatical Leave Application and Agreement  

GENERAL INFORMATION  

PURPOSE: Sabbatical leaves are a professional benefit accorded to eligible academic employees by the Board of Trustees for the purpose of study, research, or travel which will benefit the schools and students of the College. Consistent with the Education Code, the District and AFT have negotiated this benefit as provided in Article 17.N of the AFT/District Collective Bargaining Agreement.  

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.  

NOTIFICATION: Applicants are advised to notify their Department Chairs of their intended sabbaticals to accommodate necessary long-range departmental planning.  

PROCEDURES  

SABBATICAL REVIEW COMMITTEE  
The Sabbatical Review Committee has been established for the purpose of making recommendations to the Chancellor.  

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

Functions:  
Include, but not limited to, the following:  

1. Review and approval of sabbatical leave proposal for quality, appropriateness, benefit to the College and its students. The Committee may make recommendations for modification, if needed.  

2. Consider 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.

REVIEW PROCEDURES

The applicant's proposed sabbatical leave activity as described in the Sabbatical Proposal will be reviewed by the Sabbatical Review Committee 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 activity 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.N.8.1)

The District will consider exceptions to the post-sabbatical service requirement (consecutive and full-load requirement only) in Section 17.N.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.N.8.2)

Study Sabbatical:
The employee shall submit within sixty (60) calendar days of the beginning of the subsequent semester an official transcript of course work satisfactorily completed to the Human Resources Office, 33 Gough Street, Attention: Sabbatical Desk.
(See Article 17.N.6.1.2. if the units are also to be used for salary increment.)

Research Project/Travel Sabbatical:
The employee shall submit a report within sixty (60) calendar days of the beginning of the subsequent semester to the Human Resources Office, 33 Gough Street, Attention: Sabbatical Desk. It is expected that the employee will present a well-organized, professional
A typewritten report, which must include a one-page summary suitable for dissemination.

A receipt will be issued to the employee by the Human Resources Office, 33 Gough Street, for the transcript/report submitted, and then the transcript/report will be submitted for review to the Committee designees together with a copy of the original approved proposal.

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.)

PLEASE NOTE:

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

B. If units earned while on a Study Sabbatical are to be used for salary increment purposes, a separate approval process is required.

1. Undergraduate Course Work: If undergraduate course work is to be used for salary increment purposes, a separate form must be submitted pursuant to the following contract language, "Undergraduate courses as defined by the course numbering system of the granting institution. Such undergraduate courses must be pre-approved by the appropriate Vice Chancellor in order to be credited for column movement purposes. In making his/her determination the Vice Chancellor will consider whether the course(s) is relevant to the faculty member's discipline, assignment, skills or the faculty member's professional responsibilities. There will be no retroactive approval of undergraduate units already earned nor shall sabbatical leave applications be deemed to constitute such approval." (Article 20.F.1.2.2.2)

2. Graduate Course Work: If graduate course work is to be used for salary increment purposes, the District’s Human Resources Office must receive documentation consisting of official transcripts mailed directly to the District by the granting institution (Pre-approval of graduate units is not required). (Article 20.F.2.1.2.3)

3. Notice: The faculty member must also submit a letter to the Human Resources Office requesting that course work completed during his/her sabbatical be used for salary increment purposes.

4. Timeline: Official transcripts must be submitted to the Human Resources Office by November 30 to affect salary placement for that current academic year. (Article 20.I.3)
C. Once a sabbatical is awarded, no switching of the beginning semester may occur. (Article 17.N.4.1.g.)

D. If the second half of a split sabbatical is not specified at the time of the award, then the applicant must conform to Article 17.N.4.1.d.

E. 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.N.4.1.h.)

F. If the report or transcript is not submitted, the employee’s salary for “his/her last four weeks of service for the year with be withheld until a satisfactory report is submitted.” (Article 17.N.7.2.2)
CITY COLLEGE OF SAN FRANCISCO
Sabbatical Leave Application and Agreement

WHEN THIS FORM IS COMPLETED, SUBMIT IT IN PERSON BY CLOSE OF DAY, SEPTEMBER 6, 2007, TO THE OFFICE OF HUMAN RESOURCES, 33 GOUGH STREET. THE STAFF IN THAT OFFICE WILL ISSUE YOU A RECEIPT.

Instructions: Before completing this form, read Article 17.N. of the DISTRICT/AFT Contract. Please type or print your entries.

1. Name | W, C or @ #

All Employees SSN have been converted to a new W, C or @ number

Instructional Department | Campus

Home Address

City/State/Zip

Home Tel. | Office Ext.

2. I request a leave for: [ ] Study [ ] Travel [ ] Research

3. Time Requested: Indicate your preferences by listing your ranked choices in the boxes below, leaving blank those options you are not interested in considering.

< > One Semester / 100% Salary
[ ] Fall Semester 2008 (or)
[ ] Spring Semester 2009

< > One Full Year / 60% Salary
[ ] Fall Semester 2008 (or)
[ ] Beginning Spring 2009

< > Two Non-Consecutive (Split) Semesters / 60% Salary *

| First semester leave to be taken in | Semester | Fall | Year | 2008
|------------------------------------|---------|------|------|-------
|                                    |         |      |      |       
| Second semester leave to be taken in | Semester | Year |      |       
|                                    |         |      |      |       

OR

| First semester leave to be taken in | Semester | Spring | Year | 2009
|------------------------------------|---------|--------|------|-------
|                                    |         |        |      |       
| Second semester leave to be taken in | Semester |        | Year |       
|                                    |         |        |      |       

* “Where applicant does not indicate a preference, the following applies: Applications for the second half of a split sabbatical must be submitted during the Fall application period immediately following return from the first half of a split, or no later than the Fall application period an academic year in advance of the second half of the split.” (Article 17N.4.1.d)
AGREEMENT

4. I agree to have my salary averaged, where possible, during the school year(s) in which my sabbatical leave occurs unless I make an alternative written agreement with the College prior to beginning the leave.

5. I have read, understand and accept the conditions set forth for accepting a _________ sabbatical leave. I have attached a completed sabbatical leave proposal form.

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
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City College of San Francisco
Sabbatical Leave Proposal

WHEN THIS FORM IS COMPLETED, SUBMIT IT IN PERSON BY CLOSE OF DAY, SEPTEMBER 6, 2007 TO THE OFFICE OF HUMAN RESOURCES, 33 GOUGH STREET. THE STAFF IN THAT OFFICE WILL ISSUE YOU A RECEIPT.

NAME __________________________________________ DEPARTMENT: _____________________

INSTRUCTIONS: Please complete all applicable sections. Attach additional pages if more space is needed. Your sabbatical report/project/transcript(s), as defined in this proposal and any subsequent modifications approved by the Sabbatical Committee, will be used to evaluate all sabbatical materials submitted upon completion of your sabbatical leave.

1. STUDY SABBATICAL (Coursework)

1.1 Listing of Coursework
Below, list the courses you intend to complete while on sabbatical leave. All coursework used to fulfill your sabbatical obligation must be offered by an accredited institution of higher learning and you must receive either a satisfactory letter grade or credit for the coursework completed. Upon completion of your sabbatical leave, an official transcript must be submitted to the Office of Human Resources. Any changes or substitutions in coursework used to fulfill your sabbatical obligation must be reviewed and approved by the Sabbatical Committee prior to enrollment.

(Please list 9 units of coursework for a one semester sabbatical and 18 units of coursework for a one year or one year split sabbatical)

<table>
<thead>
<tr>
<th>Course prefix and title</th>
<th>Units</th>
<th>Institution where coursework is offered, if known.</th>
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<td>TOTAL UNITS TO BE COMPLETED</td>
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1.2 Listing of Alternative Coursework
In the space below, please list your alternative coursework. This coursework is to be completed in the event you cannot complete the coursework listed above. **If you are applying for a one semester sabbatical leave, please list**
at least two additional courses. If you are applying for a one year or one year split sabbatical, please list at least four additional courses.

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<thead>
<tr>
<th>Course prefix and title</th>
<th>Units</th>
<th>Institution where coursework is offered, if known</th>
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<tr>
<td>TOTAL UNITS TO BE COMPLETED</td>
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1.3 Rationale for Section of Coursework
Below, please indicate how the selected coursework will benefit your students, department, and college. Also, please indicate how the selected coursework contributes to your professional development at City College of San Francisco.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. RESEARCH SABBATICAL (Project)

2.1 Below please indicate the subject and nature of your research sabbatical. Indicate specifically the focus of your research and the type of research (e.g. survey, archival, observational, etc.) you intend to conduct.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8
2.2 Draft Table of Contents
Please attach a draft table of contents for your research project. A draft table of contents will enable the Sabbatical Committee to better understand your proposed research and provide clarification regarding the report you will submit upon completion of your sabbatical.

2.3 Rationale for Research Project
Below, please indicate how your research project will benefit your students, department, and the college. Also, please indicate how your research project contributes to your professional development at City College of San Francisco.

________________________________________________________________________

________________________________________________________________________

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3. TRAVEL SABBATICAL (Report)

3.1 Below please indicate the subject and nature of your travel sabbatical.

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________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3.2 Below please indicate the destination(s) you intend to visit while on sabbatical inclusive of the dates you will be at the stated destination(s). Upon completion, your submitted sabbatical travel report should include a travel itinerary and a detailed description of your travel activities (e.g. photos or a journal). Please include photocopies of your airline tickets and lodging receipts if applicable.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Dates at Destination (Please provide anticipated dates if you have not finalized your itinerary)</th>
<th>Total number of days at each destination excluding Saturdays and Sundays*</th>
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<tr>
<td>TOTAL NUMBER OF DAYS IN TRAVEL STATUS</td>
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</tbody>
</table>

* You must be in “travel status” at least 80 percent of your sabbatical leave (i.e. 80 percent of the days representing the instructional calendar for the semester(s) you are on sabbatical leave). Saturdays and Sundays are not part of the instructional calendar and cannot be counted as part of the 80 percent.

3.3 Rationale for Travel Sabbatical
Below, please indicate how your travel report will benefit your students, department, and the college. Also, please indicate how your travel report contributes to your professional development at City College of San Francisco.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

4. DEPARTMENT CHAIR REVIEW AND RECOMMENDATION

NOTE: Your Department Chair is to review your sabbatical proposal and recommend/not recommend approval prior to submission of the proposal to the Office of Human Resources.
DEPARTMENT CHAIR: I have reviewed this sabbatical proposal and I recommend the District:

Approve ________  Disapprove ________

If disapproval is selected please explain in the space below.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Department Chair __________________________ Date __________

5. SABBATICAL COMMITTEE REVIEW AND RECOMMENDATION

5.1 Eligibility Status

Eligible ________  Ineligible ________

5.2 Sabbatical Committee Recommendation

Approve ________

Disapprove (New Proposal Required) ________

Revise Submitted Proposal ________

________________________________________________________________________

Sabbatical Committee Chair __________________________ Date __________

NOTE: The Dean of Curriculum, Faculty Evaluation and Tenure Review will work with the sabbatical applicant in the event the Sabbatical Committee disapproves or requests revisions to the submitted proposal.

6. APPROVAL OF SABBATICAL PROPOSAL

________________________________________________________________________

Chancellor/Designee __________________________ Date __________