November 30, 2017

TO: Members of CCCC Bargaining Unit
FROM: James P. Lombella, Ed.D.
Interim President
RE: Sabbatical Leaves

Sabbatical leave is educational leave. The purpose of sabbatical leave is to provide a professional staff member with the time and support for scholarly or creative endeavors which will benefit the college and the staff member professionally, and/or enable the professional staff member to develop resources or materials to enrich his/her teaching effectiveness or the performance of administrative responsibilities.

The deadline for submission of completed Sabbatical Leave applications to me is January 17, 2018. Before the Sabbatical Leave applications are turned over to the contract committee for review, I shall submit them to the appropriate supervisor and Dean for recommendation.

You are reminded that principal bargaining unit members become eligible for sabbatical leave after six (6) consecutive years of full-time service. Members may be considered during the sixth year of full-time service, but the sabbatical shall not commence until the six years are completed. The Board may consider eligibility of part-time unit members who have worked in the system for twenty (20) or more hours per week for at least ten (10) years.

If you are interested in applying for a sabbatical leave, please complete the appropriate form.

Please note the priorities utilized by the Subcommittee of Presidents in the selection of sabbatical leave proposals.

JL/jr

cc: Deans
Priorities Utilized in the Selection of Sabbatical Leave Proposals:

The application. The application should be typed. The narrative portion in Sections I, II, and III should not exceed the space provided. The detailed description of activities on sabbatical leave should not exceed two pages in length. Historically, the most effective applications have defined the proposed project in operational terms, with a minimum of philosophical discourse.

Special care should be taken in deciding whether to apply for sabbatical leave at full or half salary as consideration is given to balancing the cost/savings sabbaticals so that there is no net cost to the system. The Board discourages requests to modify sabbaticals which have been granted (e.g., changing a full year, one-half salary leave to a half year, half salary leave).

If remuneration is contemplated, indicate the amount and source in Section V. If paid employment is involved, describe the relationship of such to the purpose of the proposed sabbatical. Professional development and retraining money are generally not used in support of sabbatical leaves. If the proposed sabbatical contemplates request for professional development or retraining money, Section V of the application should so indicate. Requests received after the fact will not be considered.

For structured course work, the courses must be in the individual’s field of competence or in a new area in which the college has need; supporting documentation must be presented indicating acceptance in a program of study and/or application or such. The minimal expectation is for nine (9) hours per semester or its equivalent.

In the case of scholarly or creative endeavors, a reasonable detailed proposal with specific objectives should be submitted. The proposal should state both the benefit to the individual and the college.