

## **306-02 FACULTY SABBATICAL—PROCEDURAL GUIDELINES**

### **1. PURPOSE**

Provide faculty with extended professional development leave for improved quality of service aligned with the College's mission and goals. A faculty sabbatical is a collective decision that considers the needs of the individual, the department, and the institution as a whole.

1. A sabbatical may include a professional project or creative work, such as writing a book or article for publication, conducting research, or participating in field study work.
2. A sabbatical may include advanced professional study, such as work towards an advanced degree, study abroad, or obtaining work-related certification.
3. A sabbatical is not to be used for efforts that are primarily commercial.

### **2. PROCEDURE**

#### **Application Process and Timeline**

1. Regular, full-time, continuous faculty may apply for sabbatical leave no sooner than their sixth year of service. They must be in good standing with no disciplinary actions in the last 12 months and may not have been on paid College sabbatical in the last five years.
2. The spring semester prior to applying for a sabbatical, faculty are encouraged to engage in conversation and to seek counsel from supervisors and past recipients.
3. By May 1, the Vice President (VP) of Academic Affairs will announce the number of available sabbaticals for the fiscal year following the one to begin in July.
4. By September 30, completed applications are due to the Faculty Sabbatical Review Committee with Department Chair's or Dean's signature. Incomplete applications will not be considered.
5. By October 31, the Faculty Sabbatical Review Committee will forward all applications to the VP of Academic Affairs with a recommendation for sabbatical awards.
6. By November 15, the VP of Academic Affairs will forward all applications to the President with a recommendation for sabbatical awards.
7. By December 1, the President will inform all applicants of the status of their application, with a copy in writing to the VP of Academic Affairs and Human Resources.

8. Prior to the sabbatical leave period, Human Resources will generate a memo of understanding or similar documentation to be placed in the faculty member's personnel file.

### **Selection Process and Criteria**

The Faculty Sabbatical Review Committee is comprised of three faculty members selected annually by the Faculty Committee. Previous recipients are encouraged to serve on the Faculty Sabbatical Review Committee.

The Faculty Sabbatical Review Committee will meet in person to review applications and use the scoring guide with the following criteria. The Faculty Sabbatical Review Committee may request that applicants make a short presentation for the committee during the review process.

1. Benefit to the College - activities that promote the core values, strategic plan, and mission of the college and enhance its reputation (e.g., partnerships, outstanding service at local or national level).
2. Benefit to the Department - activities that promote improved instruction, program research and development, professional service or enhanced recognition for the department. The committee can confirm that sufficient resources exist to maintain the department or program area during the faculty member's leave.
3. Benefit to the applicant - activities that improve the individual's knowledge, skills or ability to perform the essential functions of their position, professional development (e.g. research, writing, or creative work), or in an area of recognized need at the College. The application has merit and there is a high probability that the faculty member will carry out the proposed activities;

Upon receiving an adverse decision, if the faculty member believes this procedure was not followed, the decision can be appealed in writing to the Faculty Sabbatical Review Committee.

In the case of extenuating circumstances beyond the control of the faculty member, where it may be necessary to revise the time frame, goals, or activities of the original sabbatical application, this revision must be submitted in writing to the VP of Academic Affairs, to be communicated to the President for appropriate action.

### **Reporting**

1. During the sabbatical period, the faculty member shall provide written monthly reports to the VP of Academic Affairs as to his/her activities and fulfillment of objectives as described in the application.
2. Within three months of the conclusion of the leave period, the faculty member shall submit a written report to the Faculty Sabbatical Review Committee, VP of Academic Affairs, and the President with respect to his/her activities during the

leave period. A copy of the report shall also go to the Human Resources Department for the faculty member's personnel file.

3. During the fall or spring semester following completion of the sabbatical leave, the faculty member will be required to make a formal presentation to the Faculty of CCC and the District Governing Board as to the faculty member's activities and accomplishments during the leave period. Arrangements for the presentation will be made through the VP of Academic Affairs office.

### **Compensation and Repayment**

Any faculty member who is approved for and takes sabbatical leave will be required to repay the College for the compensation received during the leave period if any of the following occur:

1. The faculty member fails to complete one full year of service following the end of the Sabbatical Leave, unless the faculty member is precluded from returning to employment because of a medical disability or other qualifying event under FMLA, or non-renewal of contract.
2. The faculty member is negligent in meeting the objectives or completing the activities described in the application upon which the leave was approved.
3. The faculty member is negligent in providing the required reporting during and/or after the conclusion of the leave period.
4. The faculty member fails to disclose income/salaries, grants and other payments received while on sabbatical.

A faculty member on sabbatical leave may not receive supplemental pay from Coconino Community College for teaching or administrative responsibilities during the period of leave.

### **3. BACKGROUND**

1. References: Original and revised CCC faculty sabbatical documents, Northern Arizona University faculty sabbatical procedure, other Arizona community college faculty sabbatical procedures
2. Revision history: 05/11/2009, 03/10/2011
3. Legal review: none
4. Sponsor: Academic Affairs

Guidelines effective: 03/10/2011

**COCONINO COMMUNITY COLLEGE**