



Procedure 306-02 Faculty Sabbatical Leave

Sponsor: Academic Affairs

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 considering the needs of the individual, the department, and the institution.

Definitions

None

Procedure

Eligibility

Full-time faculty are eligible for a sabbatical leave of absence after six continuous years of full-time service to the College in probationary/continuing contract status or after six continuous years since the last sabbatical. Purposes for sabbaticals include but are not limited to enhanced subject matter expertise, improved student learning, improved achievement of desired student outcomes, improved performance of faculty duties, and achievement of some high-priority strategic direction for the program or the College.

Employees granted a sabbatical leave for one-half of their annual assignment will be eligible for a salary equal to 100% of their normal salary for the sabbatical period, plus applicable employee benefits, including FICA, life, health, dental, LTD, and retirement contributions. Sick leave does not continue to accrue during the sabbatical period. Accumulated days of sick leave will not be reduced due to illness during the sabbatical. The employee will be eligible for 67% of their normal salary, plus benefits, for a full year of sabbatical leave.

Faculty granted a sabbatical leave are required to return to the College and resume duties for a period of one year immediately following the contract year of the sabbatical. If the sabbatical is for one-half year, the employee will return to the College for the remainder of the contract year and resume their duties for the subsequent year. Upon return, the employee may be assigned to other duties than those assigned when s/he took the sabbatical, but with no loss of pay or benefits.

Following the sabbatical, if the employee does not fulfill this obligation, s/he will be required to repay salary and benefit costs incurred by the College during the sabbatical period. If the faculty member is unable to fulfill their commitment due to personal or medical reasons, they should contact their immediate supervisor (Division Dean) immediately.

At most, five percent (5%) of the full-time faculty will be granted sabbatical leave in any given academic year, contingent upon available funding.

Criteria for Ranking and Recommending Sabbatical Leave

The highest priority is assigned to applications with the following:

- A high probability of direct impact on subject matter expertise
- Pursuit or completion of advanced degrees
- Enhanced achievement of desired student outcomes
- Improved performance of faculty duties
- Achievement of high-priority strategic initiatives

An application may be assigned a low priority or disapproved due to unusual conditions that may negatively impact the College or the program area where the faculty member works. When an application is disapproved or given a low priority, the faculty member will be given an opportunity to devise a plan to address the unusual conditions that led to the low ranking or disapproval. An application ranked low or disapproved may be resubmitted the following year.

An application may not be assigned a low priority or be disapproved based on the potential income the applicant may earn while on sabbatical leave. The College recognizes that extra income may be a financial necessity and that outside work may enhance professional growth, provided that it does not interfere with approved sabbatical leave activities.

During this process, the faculty member may be asked to revise the application to meet the established criteria better or clarify the scope and focus of the request.

Application Process

The Full-time Faculty Sabbatical Application Form (based on the Sabbatical Leave Proposal Template) must be completed by the faculty member and reviewed at four (4) levels before advancing to the College President and the District Governing Board. The application package and budget are reviewed by the faculty member's immediate supervisor (Division Dean) and forwarded to the Faculty Awards Committee. The Faculty Awards Committee will forward the application to the Provost/Executive Vice President of Academic Affairs.

An indication of support or non-support will be provided at each level. Reviewers may also provide comments. The Division Dean must receive the application by October 1st and submit it to the Chairperson of the Faculty Awards Committee by October 15th of the year preceding the academic year of the requested sabbatical leave.

The Faculty Awards Committee will screen applications, interview the faculty members, if necessary, and determine priority among the applications based on the criteria described below. The Committee may request that applications be revised to better meet these criteria better. The Committee will rank applications according to established criteria and forward each application to the Provost/Executive Vice President of Academic Affairs by November 15th, who will review the applications and deliver recommendations to the President by December 1st.

Approval/Disapproval of Sabbatical Leave

The President will review all sabbatical applications. If the Provost and President disagree with the submitted recommendations and priorities, they will review such disagreements with the Faculty Awards Chair or a committee member.

After a review (if necessary) with the Faculty Awards Chair or committee membership, the President will submit to the District Governing Board, at its January meeting, the applications they recommend for approval. At least one week before this submission, the President will notify the faculty members of their recommendations to approve or disapprove their applications.

The Board Secretary will notify faculty members of the District Governing Board's decision within 48 hours. Following the District Governing Board's approval, but no later than February 1st, the President will notify faculty members in writing of the action taken by the District Governing Board.

Within two weeks of such notification, successful faculty members must submit a written acceptance or rejection of the approved sabbatical leave to the President. This acceptance will include an agreement to fulfill faculty obligations defined in the sabbatical procedure.

By November 1 of the academic year following the sabbatical leave, the faculty member must submit a report of activities completed during the leave to the Provost/Executive Vice President of Academic Affairs. The Provost/Executive Vice President of Academic Affairs will provide the President and District Governing Board with a copy of the report. The faculty member will be expected to present their sabbatical outcomes and may be asked to present their sabbatical outcomes at a District Governing Board meeting. Additional information may be requested. If the faculty member fails to demonstrate a bona fide effort to carry out the purposes and activities for which the leave was granted, the College may require reimbursement of funds received during the sabbatical.

References

Coconino Community College Sabbatical Application

Procedure History

10/13/2011	Revised, renamed, and renumbered from Procedure 410-16 Sabbatical Leave and approved by the College Council
03/01/2024	Revised and Approved by President's Cabinet
04/11/2025	Revised and Approved by Standards Committee
06/02/2025	Approved by the President's Cabinet
07/14/2025	Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None