

Form A

NOTICE OF INTENTION PROFESSIONAL DEVELOPMENT/SABBATICAL LEAVE

Notice of Intention is due to the Vice President for Academic Affairs prior to October 1
(SCEA Contract 5.17.10.11)

According to the S.C.E.A. Contract, under Professional Development/Sabbatical Leave, Article V, Section 5.17, I intend to apply for a sabbatical leave as indicated below.

Full Academic Year 2007–2008

Fall 2007 or Spring 2008

I have read Section 5.17 in the current contract and I believe I meet the eligibility requirements.

Professor's Name (please print)

Date

Professor's Signature

- Distribution:
- White: Vice President for Academic Affairs
 - Yellow: Administrator
 - Pink: Instructor

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Sabbatical Leave Of Absence Agreement

This is an Agreement between the Southwestern Community College District (hereinafter referred to as District) and **(name)** (hereinafter referred to as Employee).

The District and Employee agree to the following:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than twelve (12) semesters of continuous faculty service to the District immediately preceding the granting of the Sabbatical Leave Of Absence.
3. Employee has made application for a Sabbatical Leave Of Absence.
4. Such leave to take place from _____ to _____.
5. The provisions of Education Code Sections 87767 through 87775 govern the Sabbatical Leave Of Absence.
6. The District shall pay Employee (**salary**) for the period of the Sabbatical Leave of Absence to be paid in _____ equal monthly payments in the same manner as regular instructors are paid.
7. Employee shall render at least ____ **year(s)** of service therein equal to twice the length of the Sabbatical Leave of Absence, following Employee's return from leave.
8. Employee shall perform service of professional nature as delineated in the document which is attached hereto and incorporated herein by reference as though fully set forth.
9. Employee, upon return from the Sabbatical Leave of Absence, shall submit evidence in the form of a written report which shall satisfy the Sabbatical Leave Review Committee that such service was performed as agreed and said evidence shall be submitted to the Governing Board for approval.
10. Employee shall make no change in the approved Sabbatical Leave of Absence plan without advance approval of the Sabbatical Leave Review Committee and the Vice President for Academic Affairs.
11. Employee agrees that failure to satisfactorily complete the Sabbatical Leave of Absence plan approved by the Governing Committee, as determined by the District, by December 1 of the year of return from leave, shall cause the employee to reimburse the District the cost of the leave stipend, no later than the following spring semester.
12. Employee agrees that failure to return and render services twice the length of the Sabbatical Leave of Absence shall cause Employee to, by the following spring semester, reimburse the District the cost of the leave stipend.
13. In the event that Employee is required to reimburse the District the cost of the leave stipend pursuant to Paragraph 11 of this Agreement, Employee agrees to reimburse the District via payroll deduction and hereby authorizes said deduction.
14. In the event that Employee is required to reimburse the District the cost of the leave stipend pursuant to Paragraphs 11 or 12 of this Agreement, Employee agrees to pay any and all District legal fees and costs incurred in order to recover the cost of the leave stipend.
15. Employee agrees to indemnify and hold harmless the District from any and all liability, claims and losses accruing or resulting to the Employee in connection with this Sabbatical Leave Agreement.

Employee Signature

Date

Southwestern Community College District

Date



FORM C

PROFESSIONAL DEVELOPMENT/SABBATICAL LEAVE APPLICATION

Application is due to the Vice President for Academic Affairs no later than
close of business on Friday of second week of November
(SCEA Contract 5.17.10.1.1)

Name (Please print)

School/Department

Proposed Leave Dates:

From

To

Eligibility No.

1. Pursuant to SCEA Contract, Section 5.17.1, I hereby request a sabbatical leave, for the following purpose(s):

- Scholarly or creative endeavors
- Improvement of skills in the discipline being taught.
- Retraining in a new discipline
- Improvement of teaching skills.
- Development of programs and curriculum.

2. Attached is my proposed plan relating to the college mission and my assignment, including pertinent timelines, itinerary, tangible outcome or product, and how the leave will improve my professional competence. This plan responds to the attached criteria.
3. Attached is a statement from my Instructional Administrator or Dean (whichever is applicable) approving (or disapproving) my proposal.
4. I agree to return to regular assignment in the Southwestern Community College District and render service amounting to twice the term of the leave.

In submitting this request for a professional development/sabbatical leave, I am indicating that I have read, understood, and will abide by the leave provisions of the Contract existing between the District and the Southwestern College Education Association. I also understand that Governing Board approval of my application is required.

If I am granted a professional development sabbatical leave, I will carry out the plan as detailed in this application unless I receive prior approval from the Sabbatical Leave Review Committee and the Vice President for Academic Affairs to modify this plan.

I agree to complete all proposed activities and submit a written report, including transcripts where applicable, to the Vice President for Academic Affairs prior to October 1 following my sabbatical.

I understand that my sabbatical report will be accessible to the public via the library.

Signature of Professor

Date

PROFESSIONAL DEVELOPMENT/SABBATICAL LEAVE APPLICATION

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Please print your name: _____

Instructions: Your application will be evaluated based upon the information presented. It is important that you list in detail all of the proposed activities, the outcomes, and the benefits. If you are granted a professional development/sabbatical leave, you will be required to complete all program activities and submit a written report, including transcripts where applicable, to the Sabbatical Leave Review Committee upon return to duty.

Step One

Provide a one-paragraph abstract of your plan for a sabbatical leave.

Step Two

Write a one-page narrative describing how your proposal fits at least one of the following six categories:

1. Full-time study in residence at an accredited university or college with coursework planned to achieve specific objectives. Full-time study is usually interpreted as:
 - A. Minimum of nine graduate semester units (18 units if sabbatical is for one year) or 12 graduate/undergraduate semester units (24 units if sabbatical is for one year) or 15 semester units if all undergraduate courses (30 if sabbatical is for one year). For undergraduate courses, the Review Committee may reduce the number of units in extenuating circumstances.
 - and-
 - B. Coursework planned to meet specific objectives.
2. Special project or research project with specific objectives or outcomes:
 - A. Specific objectives/outcomes are evident
 - and-
 - B. Outcome product is evident.
3. Work experience program in business/industry:
 - A. Study in "Schools" or training programs maintained by business/industry
 - or-
 - B. Work experience (not "job shadowing") in the vocational field and/or discipline of the applicant
 - and-
 - C. Documentation must be attached.
4. Travel
 - A. Travel status for majority or greater than 51% of days of semester or period for which leave is granted
 - and-
 - B. Detailed itinerary attached which demonstrates relationship to area of assignment and specific outcome and objectives.
5. Curriculum Planning
 - A. Proposal submitted which demonstrates need for revision of courses/program
 - and-
 - B. Curriculum project exceeds normal curriculum maintenance required as part of job description and exceeds normal institutionally-sponsored curriculum development programs.
6. Other (Multiple objectives with combinations of categories; e.g., combination of study and travel)

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- A. Specific objectives/outcomes are evident
- and-
- B. Outcome product is evident
- and-
- C. Relationship to institutional assignment is evident
- and/or-
- D. Minimum standards or equivalent of "study" category are maintained.

FORM D: GUIDELINES FOR COMPLETING SABBATICAL LEAVE REPORTS

Sabbatical Leave Report is due to the Vice President for Academic Affairs
prior to October 1 following sabbatical leave
(SCEA Contract 5.17.10.1)

Given that the work accomplished over the duration of a sabbatical varies from person to person and within an individual sabbatical, guidelines for reporting must remain flexible. At the same time, according to the SCEA Contract, the following is required:

Section 5.17.10.1.1 A proposed plan for the Professional Development/Sabbatical Leave shall be submitted in writing to the Vice President for Academic Affairs and the appropriate administrator **no later than November 15th** of the academic year prior to the year for which the leave is requested. The plan shall provide sufficient information for the evaluation pursuant to Section 5.17.1 (Purpose), 5.17.2 (Criteria), and 5.17.3 (Professional Development Categories).

Section 5.17.14 of the Contract addresses the completion of a Professional Development/Sabbatical Leave report. Upon completion of a Professional Development/Sabbatical Leave, a Bargaining Unit Member shall submit a written report to the Vice President for Academic Affairs prior to October 1st of the year of return from leave. The report shall include the original proposal with any approved changes and shall be signed by the Unit Member's Division Dean or appropriate administrator. If the purpose of the leave was academic study, official transcripts shall be included. On recommendation of the Vice President for Academic Affairs, the Sabbatical Leave Review Committee shall review and evaluate Professional Development/Sabbatical Leave reports. In the event that a report is found to be unsatisfactory, it will be returned for revisions. If the revision does not satisfy the Committee's objections, it may deny or defer eligibility for future leaves.

In addition, the Sabbatical Leave Review Committee offers guidelines for the required report of accomplishments. The Contract indicates in Section 5.17.11.2.2 that the Sabbatical Leave Review Committee reviews leave reports from the previous year, including any recommendations from the Superintendent/President concerning those reports. Reports are of great value to your fellow faculty members in enhancing their teaching skills, in generating ideas for the classroom and future sabbaticals, in writing reports of future sabbaticals, and are the primary means of evaluating the sabbatical, a responsibility delegated to the committee by the Governing Board. Therefore, the following guidelines are offered for clarification of report format, content, and adherence to the Contract Section 5.17.

Each written report should use a format suitable to its own discipline and should also include:

1. Title page, Table of Contents, and a one-paragraph abstract describing your sabbatical leave.
2. A copy of the approved proposal as an Appendix.
3. A concise description of your work over the duration of the sabbatical. This should include schedules with dates.
4. A description of the accomplishments derived from the activities of the sabbatical based upon the objectives of the proposal. In other words, what were the goals of the sabbatical leave, how were they implemented, how were they beneficial for the candidate?
5. A determination of how the accomplishments of the sabbatical leave will benefit the faculty, staff, students, and the District. Institutional plans, accreditation reports, and Discipline Assessment Reports could be helpful in discussing the relationship of the sabbatical work to institutional goals and plans.
6. How the sabbatical leave recipient will communicate information derived from the leave to others and what activities will be undertaken to accomplish this.
7. The report should include any rationale and documentation relating to Section 5.17.13, Revisions of Approved Professional Development Leave, if applicable.
8. Collaborating materials in the appendices, such as resource materials, transcripts, etc., as required by Section 5.17.14 of the Contract.

REQUEST TO UTILIZE BANKED HOURS FORM: INSTRUCTIONS

Guidelines for Utilization of Banked Hours:

Faculty who are given an overload assignment may elect to bank a portion or all of the overload hours worked in any one (1) semester. Banked time is applied to the faculty member's banked time balance at the end of semester which the class is taught or hours earned. Faculty cannot accumulate more than 15 LHE in total banked time.

Where to find the form?

The Request for Utilization of Banked Hours form can be downloaded at the SWC website under Instructional Support Services in Resource Forms. The form is also available at Schools and Centers.

Steps to complete and submit form

1. Faculty to complete section

Faculty member name, School/Center, date

Proposed use: Sabbatical Salary Augmentation, Augmentation Teaching Load, Request for Payout

Banked Time for Payout:

4.9.2.1 Effective January 1, 2023, banked hours may only be "cashed out" under one of the following circumstances:

1. During the same taxable year in which hours are banked, those hours may be cashed-out without limitation on LHE equivalents;
2. At any time, so long as the cash-out does not exceed the equivalent of 2 LHE
3. When the District denies a Unit Member's request to use banked hours as reassigned or release time, the Unit Member may cash-out the same amount of banked hours that were requested to be used;
4. Retirement;
5. Separation from the District;
6. Death;
7. Medical disability as defined in Internal Revenue Code, Section 72 (m) (7); and
8. Compelling financial reasons or a critical emergency. The request to cash-out must be in writing and submitted to the Vice President of Human Resources. Requests will not be unreasonably withheld.

2. School/Center Section

Faculty's signature and date

Dean's Signature certifying the submittal of the form

3. Routing Form Process

- Original form to be completed and submitted by faculty to the School/Center administrative office for Dean's signature signifying receipt.
- The School/Center uploads the signed completed form to Service Now to be forwarded to Instructional Support Services (ISS) Dean's Office for recording of receipt of form.
- ISS staff will calculate bank time LHE and hours. Enter information into Colleague screens.
- ISS Dean's Office records the completion of the calculation for banked time form and forwards completed forms to: 'Sabbatical salary augmentation' are distributed to Human Resources for processing and 'Request for Buyouts' are distributed to Payroll for processing

Request to Utilize Banked Hours form must be complete. Faculty and Dean signature are required. Faculty will receive their payout check no later than 45 calendar days after submission of the form.

Definitions

The following definitions apply:

- (a) **Sabbatical salary augmentation:** faculty may use banked load to augment their sabbatical leave.
- (b) **Teaching load augmentation:** faculty may augment their load from their banked accrual.
- (c) **Request for payout:** faculty requesting to utilize, 'payout' a portion, all banked load, or hours they have accrued. **(See eligibility above)**



Request to Utilize Banked Hours Form

Name: _____

Date: _____

School/Center: _____

Proposed Use:
<input type="checkbox"/> Sabbatical Salary Augmentation <input type="checkbox"/> Augmentation Teaching Load <input type="checkbox"/> Request for Payout** See banked time eligibility (SCEA 4.9.2.1)

*Faculty
Section*

Request to Utilize Banked Hours:
<input type="checkbox"/> Instructional (Number of Banked LHE Requested) <input type="checkbox"/> Non-Instructional (Number of Banked Hours Requested)
Semester for LHE/Hours to be applied: _____

*School/Center
Section*

REQUIRED SIGNATURES:	
_____	_____
Instructor	Date
_____	_____
School/Center Dean	Date

*ISS Staff
Section*

Total Lecture Hours	Total Lab Hours	Non-Instructional Hours	Total Hours (Lec & Lab)	Comments
54.0	90.0	—	8 LHE	3 LHE (Lec); 5 LHE (Lab)

*Please see attached for additional documentation.

<u>Routing:</u>	<u>Received:</u>	<u>Recorded:</u>	<u>Date:</u>	
<input type="checkbox"/> School/Center	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/> Dean’s Office - ISS	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/> ISS Staff processing	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/> Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/> Payroll	<input type="checkbox"/>	<input type="checkbox"/>	_____	(PAID)