

# **MERRITT COLLEGE SABBATICAL HANDBOOK 2016 - 2017**

**Compilation of the Procedures, Guidelines  
and Forms needed to apply for  
Merritt College Sabbaticals in  
2016 – 2017**



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## **Application Process Overview**

Professional Development is an important component of many institutions as they continue to evolve and aim to serve students more effectively. The Sabbatical Leave provides seasoned faculty the opportunity to advance or modify their skill sets in order to serve the college in a greater capacity. Because of limited funding, only one to two sabbatical leaves will be awarded each year.

Unfortunately, everyone who has a great idea cannot be funded for a sabbatical. Final recommendations for sabbatical proposals will be made by the Professional Development Committee and forwarded to the President. The committee will apply a clear and objective process which will award points in several areas.

In order to be considered for the sabbatical, applicants must be tenured faculty employed by Merritt College for at least 6 consecutive years of service preceding the granting of the leave. Individuals who have received a sabbatical within the past six years will not be eligible to apply. Applicants must also adhere to all the guidelines stated in the Sabbatical Handbook and the Peralta Federation of Teachers Union Contract (see the appendix for relevant information).

The Sabbatical Application will be composed of the following:

- Sabbatical Proposal Abstract
- Sabbatical Leave Application
- Sabbatical Leave Agreement and Promissory Note
- Sabbatical Procedures Checklist

There is a two tier process for proposal selection. At the first level, applications will be screened for the following: a clear statement of purpose, an achievable purpose, a clear, identifiable project or result, a method to measure completion, and evidence of institutional support. If all of these criteria are met, the application advances to the second level of screening.

At the second level of screening, each application will be scored by each member of the Professional Development Committee (3 faculty and 3 administrators) on seven criteria (see ranking form 2). The scores will be compiled. An applicant must achieve a minimum score of 80 to be placed in a pool of applicants to be considered for sabbatical leave. Applicants in the pool shall be ranked numerically in order of final score (highest first, lowest last). Seniority will be used as one of the factors in breaking a tie.

All applicants shall be notified in writing of the staff development committee's decisions and recommendations by December 14, 2015. The committee shall send its recommendations to the College president for determination, per the procedure referenced at section 25E.

### **Approved Activities for Leaves**

#### **Formal Coursework at a University/College or other Institution**

Applicant shall submit a detailed program of academic study, either graduate or undergraduate, and pure full load or equivalent as determined by the Committee.

#### **Research/Study/Creative Work/Internship**

Applicant shall submit a detailed statement of proposed professional study projects. These may be undertaken independently of a college or university, but they must be shown to be part of an organized program of full-time study designed to enhance performance in ways that will demonstrably benefit the applicant, students, the College and the District.

#### **Travel/Study/Site Visits**

Applicant shall submit a detailed statement of proposed itineraries and describe how the proposed program will enhance knowledge in his/her subject area; teaching techniques and educational psychology; understanding the cultural, political and social history of human learning, librarianship and counseling.

## Sabbatical Leave Proposal Procedures

### Checklist for Proposal

- Print two single – sided hard copies of the Sabbatical Leave Proposal (SLP).
  
- Deliver these copies of the SLP to the Office of Instruction (room Q300) by Tuesday, December 8, 2015, the deadline stated in the Sabbatical Committee Timelines. Note: The submission deadline is firm.
  
- Send one electronic copy of the Sabbatical Leave Proposal (SLP) as an attached Word Document to: [jholloway@peralta.edu](mailto:jholloway@peralta.edu). Be sure to cc yourself for back up and name your file as follows:  
date, last name, SabPro (example: 12.08.2015\_Holloway\_SabPro.doc)

## Sabbatical Project Outline

**Name:**

**Department:**

**Type of Leave: (Coursework, Independent Study, Project)**

**Sabbatical Leave Dates:**

- 1. Title of the Project:**
- 2. What will you be doing (include any travel plans):**
- 3. At the completion of your sabbatical project, what will be produced/ accomplished? (Leave objectives)**
- 4. What are the benefits to your department, your teaching assignment, and most importantly, your students?**
- 5. Write an abstract that addresses your project. Make sure the abstract is something that would be appropriate to present to the Board of Trustees.**

Focus on your major activities related to each objective. Do not simply tell the story of how you intend to spend your sabbatical leave. You will refer to these objectives when writing your report.

## Sabbatical Leave Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Years of Service in PCCD: \_\_\_\_\_ Faculty Service Areas (FSA) \_\_\_\_\_

Leave Period Requested: \_\_\_\_\_

Have you had previous Professional Development (Sabbatical) Leaves? **YES / NO**

If "yes" list time periods and activities:

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Type of Leave: Indicate type of program. Check more than one, if applicable, and complete forms as applicable.

- Formal Coursework at university / college or other institutions
- Research / Study / Creative Work / Internship
- Travel / Study / Site Visits

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Time Requested: There are three possible time arrangements for Leaves as shown below. Indicate your preference by writing 'first choice', 'second choice' etc. in the spaces provided. The Committee will try to give you your first choice. It will be assumed that you are not interested in any option you leave blank.

### Select Option

1. One semester @ 100% salary for Fall 2016 \_\_\_\_\_
2. One semester @ 100% salary for Spring 2017 \_\_\_\_\_
3. Two semesters @ 66.66% salary for Fall 2016/Spring 2017 \_\_\_\_\_

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Upon return from professional leave, you are required to submit to the Chancellor, in writing, two copies of a report detailing the outcome of your leave (see Article 26 #13 M of the PFT Contract for details – see appendix). Please also send an electronic and a hard copy of the report to the Chair of the Merritt Professional Development Committee, which will be available in the campus Library for future reference.

## Step One - Sabbatical Review Form

<b>Applicant Name:</b>	<b>Date:</b>
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<b>1. Clear Statement of Purpose</b>	<b>Yes</b>	<b>No</b>
<b>2. Evidence of Institutional Support</b>	<b>Yes</b>	<b>No</b>
<b>3. Purpose Achievable</b>	<b>Yes</b>	<b>No</b>
<b>4. Clear, identifiable project or result</b>	<b>Yes</b>	<b>No</b>
<b>5. Method to measure completion</b>	<b>Yes</b>	<b>No</b>

Step one: Applications will be reviewed for the following:

- a. A clear statement of purpose
- b. Evidence of Institutional Support: (This section seeks to answer the question: what support mechanism needs to be in place for this sabbatical to be successful? For example, if the purpose of this sabbatical is to develop new curriculum for a department or discipline, there should be evidence of preparation and institutional support within the division and/or department. If the sabbatical is to learn new skills and/or knowledge, there should be evidence of acceptance into the training program or evidence of having met the preliminary qualifications, i.e. take the GRE exam if the person is going to graduate school, or letters of acceptance from the appropriate agencies or individual)
- c. The purpose must be achievable
- d. There should be a clear identifiable project or result and a method by which to measure completion.

**Pass Step 1? YES NO      Completed by \_\_\_\_\_**



## Step 2 - Sabbatical Ranking Form

<b>Applicant Name:</b>	<b>Date:</b>
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<b>1. Plan of work relates significantly to the applicant's professional assignment</b>	<b>/15</b>
<b>2. Plan of work will greatly enhance the applicant's background and improve professional competence</b>	<b>/15</b>
<b>3. Plan of work will greatly benefit students</b>	<b>/15</b>
<b>4. Plan of work will greatly benefit colleagues and / or department</b>	<b>/15</b>
<b>5. Plan of work will greatly benefit the college</b>	<b>/15</b>
<b>6. Plan of work show evidence of innovation and creative approaches to the issues and concerns addressed</b>	<b>/15</b>
<b>7. Plan of work is thorough and complete and definitely worth funding</b>	<b>/10</b>
<b>Total Points</b>	<b>/100</b>

Completed by \_\_\_\_\_

Step Two: Applicants who have completed step one will have their application scored and ranked in step two. Scoring will be based on the following:

- a. The plan of work relates significantly to the applicants professional assignment: (15pts)
- b. The plan of work will greatly enhance the applicants background and improve professional competence: (15 pts)
- c. The plan of work will greatly benefit students ( 15pts)
- d. The plan of work will greatly benefit colleagues and/or department (15pts)
- e. The plan of work will greatly benefit the college: (15pts)
- f. The plan of work shows evidence of innovation and creative approaches to the issue and concerns addressed: (15 pts)
- g. The plan of work is thorough and complete and definitely worth funding: (10pts)

The Score range shall be on a scale of 0 – 100 pts. An applicant must achieve a minimum score of 80 to be placed in a pool of applicants to be considered for a sabbatical leave. Applicants in the pool shall be ranked numerically in order of final score (highest first, lowest last) Seniority will be used as one of the factors for breaking a tie.

h. Notification

All applicants shall be notified in writing of the Staff Development Committee's decisions and recommendations by December 14, 2015. The committee shall send its recommendations to the College president for determination, per the procedure referenced at section 25e.

**PERALTA COMMUNITY COLLEGE DISTRICT**

**Professional Development Leave (Sabbatical) Contract**

1. This agreement is entered into between \_\_\_\_\_ (Employee) and the Peralta Community College District (PCCD) for the express benefit of the PCCD and Employee in accordance with Article 26 (R) of the contract between the Peralta Federation of Teachers (PFT) and PCCD.
2. Employee has been granted a Professional Development Leave (Leave) from \_\_\_\_\_ to \_\_\_\_\_. During this Leave, Employee will not perform any other paid assignment or paid services for PCCD. Employee will devote his/her professional full-time equivalent effort to the activities, purposes and objectives of the Leave. Employee will receive salary and benefits consistent with the provisions of Article 26 (R). Employee agrees to provide PCCD with immediate notice of any conditions that prevents the Employee from completing the objectives of the Leave.
3. As consideration for granting the Leave, Employee agrees to return to regular faculty service with PCCD for a period equal to twice the duration of the Leave after completion of the Leave. Employee shall provide the professional development report as required under Article 26 (R)(13).
4. Employee agrees that if s/he fails to return to regular faculty service at the completion of the Leave, the Employee will reimburse PCCD for all salary and benefits paid to Employee during the Leave. Except as provided in Article 26 (R) (10), if the Employee fails to complete the service required under paragraph 3, the Employee agrees to reimburse PCCD for all salary and benefits paid to Employee equal to the period of unfulfilled service.
5. Relevant provisions of Article 26 (R) are incorporated by reference into this contract as though fully set forth herein. Nothing in this agreement is intended to be inconsistent with or prohibited by Education Code Sections 87767, 87768, 87769-87775 which shall govern the terms of this agreement. Except as provided herein, this agreement contains the entire agreement between Employee and PCCD relating to the Leave.
6. Employee represents and warrants that s/he has the authority and capacity to enter into this agreement on his/her own behalf and the Employee's heirs, executors, administrators, successors and assigns. Employee represents that s/he has had the opportunity to seek advice of counsel and is voluntarily entering into this agreement.

**PLEASE READ CAREFULLY.**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
PCCD Signature/Date

\_\_\_\_\_  
Approved by the College President /Date

09-19-00

## Suggested Sabbatical Report Guidelines

If your sabbatical proposal is selected to be funded, you must write a summary report. Please adhere to the following guidelines.

### Checklist for Reports

- Submit two copies of the report to the Office of Instruction (room Q300) by the deadline stated in the Sabbatical Committee Timelines.**

Note: The submission deadline is firm. Non-compliance could be considered as non-fulfillment of the contract.

- Send one electronic copy of the Sabbatical Leave Report via email as an attached Word document to: [jholloway@peralta.edu](mailto:jholloway@peralta.edu). Remember to cc yourself for back up and name your file as follows:**

date, last name, SabRpt (example: 12.7.15\_Holloway\_SabRpt.doc) Follow the process for revision noted above, changing the date for each new submission.

### Proposal Changes

Any changes to the proposal prior to or during the sabbatical leave must be submitted to, and approved by, the Professional Development Committee.

**Merritt College  
Professional Development Committee  
2016 – 2017 Professional Development Leave (Sabbatical) Timeline**

**Orientation for 2016 – 2017 Sabbaticals      Learning Center - Room L 137**

**Session I:      Thursday, October 29, 2015  
9:15 am – 10:15 am**

**Session II:      Wednesday, November 4, 2015  
9:15 am – 10:15 am**

**Application Submission Deadline      Tuesday, December 8, 2015**

**Review of Sabbatical Applications      Friday, December 11, 2015**

**Recommended Candidates      Monday, December 14, 2015  
Notified in writing by PDC Chair**

**Committee Recommendations      Monday, December 14, 2015  
Forwarded to President**

**President's Recommendation(s)      TBA  
Forwarded to the Chancellor's  
Office**

**Finalist(s) Submitted for Board of      TBA  
Trustees Approval**

## Appendix

### Excerpts from PFT Contract – Sabbaticals

District Office of Staff Development

See contract

#### PROFESSIONAL DEVELOPMENT LEAVE (Sabbatical)

1. Professional development leave, with pay, may be granted to regular faculty members for the purpose of carrying out an approved program which will benefit the District, students, the college and the faculty member. It is understood that professional development leaves are not to be granted for work already performed, but rather as a means of providing improved service in the future. See paragraph 12 of this section for salary information.
2. Requirements  
All provisions pertaining to professional development leaves will conform to statutory requirements.
3. Announcement  
By September 30<sup>th</sup> of every year the college staff development committee chairperson will send an announcement to all tenured regular faculty informing them of the following:
  - a. The eligibility requirements
  - b. The amount of FTE available for sabbatical leaves for the following academic year
  - c. The deadlines and procedures for applications, and
  - d. The time, date, and location of and introductory workshop that the staff development committee will sponsor to inform interested faculty members about the procedures.
4. Introductory Workshop  
By October 15<sup>th</sup>, in years that sabbaticals are available, the college staff development committee chairperson will conduct a workshop for any and all faculty members interested in applying for a sabbatical. The workshop will include information about the following:
  - a. Deadlines
  - b. Eligibility Requirements
  - c. Detailed descriptions of the reviewing scoring and ranking process
  - d. Review of recipients' responsibilities and obligations to the college district, and
  - e. Review of the required evidence of support

5. Deadlines

Applications must be submitted by November 15<sup>th</sup>, so that a decision and notification can be made by the January preceding the academic year of the sabbatical leave.

6. Eligibility

The faculty member must have completed at least 6 consecutive years of regular faculty service preceding the granting of the leave. No more than one sabbatical leave shall be granted in each six year period. Except for sabbatical leaves, no other approved leave shall be deemed a break in service when computing the six year minimum service requirement for a sabbatical leave.

7. Application ranking

Application ranking shall be a two step process. An applicant must pass step one to move onto step two. When in the judgment of the committee more information is needed in order to make a determination, the committee may, in its sole discretion, invite one, some, or all candidates for an interview. The committee's decision to invite or not invite a candidate for an interview shall not be grievable.

Step one: Applications will be reviewed for the following:

- a. A clear statement of purpose
- b. Evidence of Institutional Support: (This section seeks to answer the question: what support mechanism needs to be in place for this sabbatical to be successful? For example, if the purpose of this sabbatical is to develop new curriculum for a department or discipline, there should be evidence of preparation and institutional support within the division and/or department. If the sabbatical is to learn new skills and/or knowledge, there should be evidence of acceptance into the training program or evidence of having met the preliminary qualifications, i.e. take the GRE exam if the person is going to graduate school, or letters of acceptance from the appropriate agencies or individual)
- c. The purpose must be achievable
- d. There should be a clear identifiable project or result and a method by which to measure completion.

Step Two: Applicants who have completed step one will have their application scored and ranked in step two. Scoring will be based on the following:

- e. The plan of work relates significantly to the applicants professional assignment: (15pts)
- f. The plan of work will greatly enhance the applicants background and improve professional competence: (15 pts)
- g. The plan of work will greatly benefit students ( 15pts)
- h. The plan of work will greatly benefit colleagues and/or department (15pts)

- i. The plan of work will greatly benefit the college: (15pts)
- j. The plan of work shows evidence of innovation and creative approaches to the issue and concerns addressed: (15 pts)
- k. The plan of work is thorough and complete and definitely worth funding: (10pts)

The Score range shall be on a scale of 0 – 100 pts. An applicant must achieve a minimum score of 80 to be placed in a pool of applicants to be considered for a sabbatical leave. Applicants in the pool shall be ranked numerically in order of final score (highest first, lowest last) Seniority will be used as one of the factors for breaking a tie.

l. Notification

All applicants shall be notified in writing of the staff development committee's decisions and recommendations. The committee shall send its recommendations to the College president for determination, per the procedure referenced at section 25e.

m. Letter of Agreement

Any faculty member granted a one year leave will be required to sign a contract guaranteeing full time service to the district at least two years after returning to his/her regular assignment. Contractual agreements for people receiving sabbatical leaves of less than 1 year shall be pro-rated. It may also be necessary for the person on sabbatical leave to receive bonding to guarantee his service. A professional development leave may be approved for separate semesters rather than for a continuous one year period, provided that the sabbatical leave for both of the separate semesters shall be commenced and completed within a three-year period. Any period of service by the individual intervening between two separate semesters of the sabbatical leave will comprise part of the service required for a subsequent sabbatical leave. If a faculty member has been approved for a sabbatical leave for a particular semester or year, any change in dates of leave must be by mutual consent of the faculty and the appropriate college president. Any change in dates shall be reported in writing to the college professional development committee.

n. Illness, Injury, Death

In the case of an injury to or illness of the faculty member while on professional development leave which prevents his completing the purpose of the leave, the leave will be terminated and all provisions of sick leave will apply. If death prevents the faculty member from fulfilling his agreement to return to service of the district, No repayment of salary shall be required from his or her estate. Upon return of service and prior to two years of obligatory years of service, if illness or injury of qualifying for disability retirement occurs, the faculty member shall be exempt from further obligations relative to his leave.



o. Committee Membership

The Professional Development Committee (PDC) is charged with planning, coordinating, and directing professional development for Merritt College personnel. The Committee is comprised of three faculty, three administrators, and three classified [not in the PFT contract] that are elected/appointed by their respective senates or administrator. For a sabbatical decision, we will follow the PFT contract.

p. Salary

1. Professional development leaves may be arranged for 1 year with a grant equal to 2/3 of the annual years salary, or for 1 semester with a grant of 100% of one half years salary
2. While on professional development leave, the salary of the faculty member would have receive if he had been in regular service shall be the basis for computing his compensation. Salary for professional development leave shall be paid in the same manner as that is paid during regular service
3. Professional development leave shall count for full salary increments, health and welfare benefits, sick leave, and retirement benefits

q. Professional Development Reports

A faculty member returning from professional development leave shall be required to submit to the Chancellor, in writing , two copies of a report describing in detail, the learning activites that took place during such leave, and the concomitant benefits accrued to him and to the district. College or University course work taken as a part of professional development leave shall also be described via such a report and shall be counted towards salary advancement. A copy of the report shall be filed in the college library . Where appropriate , an oral report to faculty, students and community is encouraged.

r. Professional development leave allocation

A total of 9 FTE professional development leaves will be available during the duration of this contract.

1. Professional development leaves shall be recommended by the college professional development committee
2. If a college is unable to fund the recommended leave out of the college's budget, the leave, if approved by the board of trustees, will be funded by the district office.
3. Leaves will only be funded by the district office to assure reasonable equity in the distribution of available leaves among the colleges. This equity criterion will be based on the proportion of total district probationary and regular faculty FTE assigned to each college.

4. Faculty members on Professional development leave shall be prohibited from teaching extra service for the duration of the leave. During professional development leave, the expectation is that the faculty member will devote the equivalent of their full FTE to the activities, purposes and objectives of the approved leave.
- s. Grievances pertaining to this section shall be limited to procedure violations.
5. Any unused FTE designated for sabbatical leaves will roll over and be available in future years. The method of use shall be determined by mutual agreement between the PFT and the district.