

MERRITT COLLEGE
SABBATICAL HANDBOOK:
Procedures, Guidelines and Forms

Application Year 2022 – 2023 for
Sabbaticals in 2023 – 2024



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Application Process Overview

Introduction

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. Typically, only one to two sabbatical leaves are awarded each year due to limited funding.

Unfortunately, not everyone who has a great idea can be funded for a sabbatical. The Professional Development Committee (PDC) will apply a clear and objective process to award points in several areas and make recommendations (not final decisions) for who may be awarded sabbatical leave. The recommendations from the PDC will go through several layers of review and approval including the College President, the Chancellor's Office, and the Board of Trustees. Ultimately, the final decision lies with the Board of Trustees. Once an applicant is awarded sabbatical leave, the applicant will need to complete and sign a Sabbatical Leave Contract. For more information on the timeline of this process, see "Professional Development Committee Sabbatical Leave Timeline" in this handbook.

Eligibility

To be considered for the sabbatical, applicants must be tenured faculty employed by Merritt College for at least six (6) consecutive years of service preceding the granting of the leave. (Taking approved leaves, such as approved medical leave, will not break an applicant's consecutive year count but they will not count towards the six years either). 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, Article 26 (R) on "Professional Development Leave (Sabbatical)." The last section in this handbook contains excerpts from the Contract.

Application and Selection Process

An applicant's Sabbatical Application must be sent to the Chair of the Professional Development Committee by November 15, 2022. It will be composed of at least two separate documents:

- Sabbatical Leave Application (Part 1): Sabbatical Request Form (see page 5)
- Sabbatical Leave Application (Part 2): Sabbatical Project Proposal (see page 6)
- Any relevant supporting materials (such as letters of institutional support, letters of acceptance into a program, etc.)

There is a two-step process for proposal selection. At the first step, each application will be screened by the three (3) faculty and three (3) administrators sitting on the Professional Development Committee. These members will individually screen applications based on meeting five (5) criteria (see "Step One – Sabbatical Review Form"). The five criteria are summarized below:

- A clear statement of purpose
- Evidence of institutional support
- An achievable purpose
- A clear, identifiable project or result
- A method to measure completion

If all the above criteria in the Step One Review Form are met and agreed upon by the three faculty and three administrators on the PDC, then the application advances to the second step of screening.

At the second step of screening, each application will be scored by the three (3) faculty and three (3) administrators sitting on the Professional Development Committee. These members will individually score applications based on seven (7) criteria (see “Step Two – Sabbatical Ranking Form”), which will be used to generate an applicant’s final score. An applicant must achieve a minimum final 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). The Applicant with the highest score will be recommended for sabbatical. If there is more than one sabbatical available, more than one applicant will be recommended according to the number of available sabbaticals. Seniority will be used as one of the factors in breaking a tie.

All applicants shall be notified in writing of the Professional Development Committee’s decisions and recommendations by December 15, 2022. The PDC shall send its recommendations to the College President for determination, per the procedure referenced in Article 25E in the PFT Contract.

Approved Activities for Sabbatical Leaves

Below are approved activities for sabbatical leaves. In your application, you will need to indicate which category your proposal falls under (it may fall under more than one).

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 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 their subject area; teaching techniques and educational psychology; understanding the cultural, political and social history of human learning, librarianship and counseling.

Expectations Upon Completion of Sabbatical Leave

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 (R)(13)(m) of the PFT Contract for details). Please also send an electronic copy of the report to the Chair(s) of the Merritt College Professional Development Committee. Your report will be available on Merritt’s Professional Development website for future reference.

Sabbatical Leave Application (Part 1): Sabbatical Request Form

Name: _____ Date: _____

Years of Regular Service in PCCD: _____ Faculty Service Areas (FSA): _____

Date Your Tenure Was Granted: _____

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

If "yes" list time periods and activities:

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
 - Other (please specify): _____
-

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 2023 _____
2. One semester @ 100% salary for Spring 2024 _____
3. Two semesters @ 66.66% salary for Fall 2023/Spring 2024 _____

(At the time of the writing of this handbook, you are not able to use banked time to make up the difference in pay for a two-semester sabbatical.)

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 (R)(13)(m) of the PFT Contract for details). Please also send an electronic copy of the report to the Chair(s) of the Merritt College Professional Development Committee. Your report will be available on Merritt's Professional Development website for future reference.

Sabbatical Leave Application (Part 2): Sabbatical Project Proposal

Instructions for Writing Your Sabbatical Project Proposal

- 1. First, turn the first page of your proposal into a cover sheet for your proposal. Ensure you include all the following:**
 - Sabbatical proposal title
 - Your full name
 - Name of your department at Merritt College
 - The date
- 2. Secondly, beginning on the second page of your proposal, write the body of your sabbatical project proposal. Ensure you include all the following:**
 - A brief abstract summarizing your proposal. Describe your purpose for going on sabbatical and what you will be doing (including any travel plans). The quality of your abstract should be high as it will be presented to the Board of Trustees, if approved.
 - Write your plan of work that addresses ALL the criteria on the Step One – Review Form AND Step Two – Ranking Form.
- 3. Thirdly, save your file as a PDF and name your file as follows: Date_Lastname_SabPro (example: 11.04.22_Smith_SabPro.pdf)**

Word Count Recommendations

Previously awarded sabbatical project proposals have been effective around 1500 words, but there is no established word count minimum or limit.

How to Submit Your Completed Sabbatical Leave Application

By the application deadline stated in the “Sabbatical Committee Timeline” section of this handbook, email your full Sabbatical Leave Application (including Part 1: Request Form and Part 2: Project Proposal) to the Chair of the Professional Development Committee (PDC). Make sure to CC yourself and save it in your records.

Step One – Sabbatical Review Form

Merritt College Sabbatical Review Form

Applicant's Name: _____

Date: _____

Determine the following qualities of the proposal by circling "yes" or "no":

1. Clear Statement of Purpose Statement of purpose is clear.	Yes	No
2. Evidence of Institutional Support The proposal has some degree of institutional support whether it be from specific faculty, staff, administrator(s), etc. or support within or across the department(s), division(s), program(s), committee(s), college(s), etc. Applicant should include any letters of support.	Yes	No
3. Purpose Achievable Mechanisms are in place for the sabbatical to be successful. For example, if the purpose of the sabbatical is to learn new skills and/or knowledge, there should be evidence of acceptance into a training program or evidence of having met the preliminary qualifications (such as the GRE exam for graduate school, etc.).	Yes	No
4. Clear, Identifiable Project or Result The project or result is clear and identifiable.	Yes	No
5. Method to Measure Completion There is a method by which to measure completion.	Yes	No

Pass Step One? YES NO Completed by _____

Signature _____

Step Two – Sabbatical Ranking Form

Merritt College Sabbatical Ranking Form

Applicant's Name: _____

Date: _____

For Applicants who have passed Step One, score their sabbatical proposal based on the seven criteria below. An applicant must achieve a minimum score of 80 to be placed in the pool of applicants to be considered for a sabbatical leave.

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

Completed by _____

Signature _____

Professional Development Committee Sabbatical Leave Timeline

Below is the timeline for application year 2022-2023 for sabbatical leave in 2023-2024.

PD Chair Announces Sabbatical(s) Available and Other Information	Friday, September 30th, 2022
PD Chair Updates Sabbatical Handbook and Posts It to Website	Saturday, October 15th, 2022
Sabbatical Orientation Workshop, Hosted by PD Chair (Optional Attendance)	By October 15th, 2022 (see email from PDC Chair for actual date)
Application Submission Deadline	Tuesday, November 15th, 2022
PDC Completes Reviews and Rankings of Sabbatical Applications	Tuesday, December 6th, 2022
PD Chair Forwards Sabbatical Recommendation(s) to College President	Tuesday, December 6th, 2022
PD Chair Notifies All Sabbatical Applicants of Sabbatical Decisions and Recommendations	Thursday, December 15th, 2022
College President Forwards Sabbatical Recommendation(s) to Chancellor's Office	December, 2022
Vice Chancellor and SDO Announces Awarded Sabbatical(s)	January, 2023
Contracts Created for and Signed by Each Awardee.	January, 2023
Finalist(s) Submitted for Board of Trustees Approval	February or March, 2023
Vice Chancellor Presents Sabbaticals to Board of Trustees for Final Approval	March or April, 2023

PCCD Sabbatical Leave Contract

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

PFT Contract Article 26 (R) Excerpts Regarding Sabbatical Leave

Below is an excerpt from the PFT Contract 2016-2019 Successor Agreement Between PCCD and PFT, Article 26 (R). For the most up-to-date PFT contract, visit [PFT's website](#).

R. Professional Development Leave (Sabbatical)

1. Criteria

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 as a reward for work already performed, but rather as a means of providing improved service in the future. For salary information see paragraph 12 of this section.

2. Requirements

All provisions pertaining to professional development leaves will conform to statutory requirements.

3. Announcement

By September 30th 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 15th, 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 requirement;
- c. Detailed descriptions of the reviewing, scoring, and ranking process;
- d. Review of recipients' responsibilities and obligations to the College and District; and
- e. Review of the required evidence of support.

5. Deadlines

Applications must be submitted by November 15th, 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 six (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 mechanisms need 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., taking 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 successfully 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. The Committee shall send its recommendations to the College president for determination, per the procedure referenced at §25. E.

i. Letter of Agreement

Any faculty member granted a one-year leave will be required to sign a contract (See Appendix A-15) guaranteeing full time service to the District for two years after returning to his/her regular assignment. Contractual agreements for people receiving sabbatical leaves of less than one year shall be pro-rated. It may also be necessary for the person on sabbatical to receive bonding to guarantee his/her service (Educational Code 87770). 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.

j. 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.

k. Committee Membership

- 1) The Professional Development Committee shall be established at each college and shall consist of three administrators, designated by the College President, and three faculty members, one appointed by the college Academic Senate, one by the PFT chapter chairs, and one by mutual agreement.
- 2) All members shall have equal weight in all respects, and a chairperson, whose function is nominal, shall be selected by the Committee as a whole at the beginning of each academic year.
- 3) No member shall serve more than four consecutive years.
- 4) At least one administrator and one faculty member shall be replaced every two years.
- 5) Professional Development Committee recommendations shall not be subject to the grievance procedure.
- 6) The committee shall provide regular reports to the College and the District on the expenditure of funds and the attainment of goals. (Other committee assignments include, but are not limited to, approving Professional Development monies for the faculty at each college and approving retraining leaves).

l. Salary

- 1) Professional development leaves may be arranged for one (1) year with a grant equal to 66-2/3% of the annual year's salary, or for one (1) semester with a grant of 100% of one-half year's salary.

- 2) While on professional development leave, the salary the faculty member would have received if he/she had been in regular service shall be the basis for computing his/her compensation. Salary for professional development leave shall be paid in the same manner as that paid during regular service
- 3) Professional development leave shall count for full salary increments, health and welfare benefits, sick leave, and retirement benefits

m. Professional Development Report

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 activities that took place during such leave, and the concomitant benefits accrued to him/her 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.

n. Professional Development Leave Allocation

A total of nine (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.
- 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.

- o. Grievances pertaining to this section shall be limited to procedure violations.