

APPENDIX C-2-81
Sabbatical Leave Procedures

ELIGIBILITY

- 1) A member of the faculty or an administrator/professional shall become eligible for sabbatical leave after continuous full-time service of a minimum of six regular contract years, excluding summers, or after continuous full-time service of a minimum of six (6) contract years, whichever applies, to be determined by the conditions of his/her annual contract.
- 2) A recipient of sabbatical leave shall become eligible for a subsequent sabbatical leave only after fulfilling the requirements of Section 1) above, again, with time of service being calculated from the date of his/her returning to duties at the College.
- 3) The duration of a sabbatical leave granted to an individual shall not be used to determine eligibility for application for a subsequent leave.

APPLICATION

- 1) Applications requesting sabbatical leave shall be submitted on the official form (available in the President's Office) by December 19 of the year preceding the contract year in which leave is being requested.
- 2) The completed application form shall be submitted to the Sabbatical Leave Committee Chairperson through the President.
- 3) The Sabbatical Leave Committee will inform the applicant of the status of his/her application no later than February 1, and if approved, the sabbatical leave request shall be subject to approval of the Board at the February meeting.
- 4) Application may be made for one or two semesters, but shall in no case exceed the length of time of the employment contract of the applicant. Under special circumstances determined by the needs of the applicant and the interest of the College, a sabbatical leave of two or more non-consecutive semesters may be granted insofar as the total period of time of leave does not exceed the period of time of the applicant's regular contract.
- 5) Failure of the Board to act favorably on a request for sabbatical leave shall nullify the application for that leave. A new application shall be submitted for a subsequent request.

CRITERIA FOR EVALUATION OF SABBATICAL LEAVE REQUEST

- 1) How will the individual be more useful to the College?
- 2) How will leave improve the individual's ability?
- 3) Applicant's past contributions to the College?
- 4) Has the applicant presented a scholarly application?
- 5) Complete program of study and activities proposed - past, present and future?

REQUIREMENTS OF RECIPIENTS OF SABBATICAL LEAVE

- 1) A recipient of a sabbatical leave shall be required, upon returning to the College, to submit to the President duplicate copies of a written report of professional quality, outlining his/her experiences and achievements in keeping with the purpose for which the leave was granted.
- 2) As a recipient of sabbatical leave, the faculty member or administrator/professional agrees that he/she will remain in the employment of the College for at least one (1) year following his/her return from sabbatical leave, unless prevented by ill health or other conditions over which he/she has no control. In the event he/she fails to return to service for the College the next contract year

at the expiration of such leave and under services for a period of at least one (1) contract year thereafter, he/she shall reimburse the College for salary received. Failure to return for the next contract year shall immediately make all sums due without further demand or notice.

- 3) Sabbatical leave may be terminated prior to the expiration date only upon mutual agreement between the recipient and the Board.
- 4) During the sabbatical leave period, compensation shall be paid at a rate equal to one-half of the previous year's salary of the faculty member or administrator/professional. Compensation shall be payable according to payroll procedures for the College. A recipient of a sabbatical leave shall receive all fringe benefits as specified by the Manual of Policies, such as F.I.C.A., retirement, and group health insurance, except the accrual of vacation, personal, or sick leave days during the time of the sabbatical leave.

SABBATICAL LEAVE COMMITTEE

- 1) The Sabbatical Leave Committee shall consist of five (5) members: the chief educational services officer, two faculty members, one member of the Board, and the President.
- 2) The Committee reserves the right to reject any or all applicants that do not meet the proper qualifications.