

MOORPARK COLLEGE

INFORMATION ON

SABBATICAL LEAVES AND PROPOSALS

TABLE OF CONTENTS

| | |
|---|----|
| AFT CONTRACT: Sabbatical Leave Article 8 Section 8.6 | 2 |
| SABBATICAL LEAVE COMMITTEE: SELECTION AND PRACTICES | 5 |
| SABBATICAL LEAVE TECHNICAL REVIEW GROUP: SELECTION AND PRACTICES | 7 |
| RUBRIC FOR SABBATICAL LEAVE PROPOSALS For use by Sabbatical Leave Committee | 8 |
| RUBRIC FOR DRAFT SABBATICAL LEAVE PROPOSALS For use by Sabbatical Leave Technical Review Group | 10 |
| RUBRIC FOR DRAFT SABBATICAL LEAVE FINAL REPORTS For use by Sabbatical Leave Technical Review Group | 12 |

August 2012

AFT CONTRACT EXCERPT

Sabbatical Leave (Article 8, Section 8.6)

8.6.A. Policy

Regular faculty members are encouraged to pursue opportunities for professional growth leading to the development of increased competence. These professional growth opportunities will focus primarily on the growth of the individual in order to maintain a dynamic faculty, one equipped with the mental and emotional tools to provide exceptional service to the students and the District in an era of constant change.

8.6.B. Sabbatical Leave Committee

- (1) All proposals for sabbatical leaves shall be evaluated by a Sabbatical Leave Committee at each college. The Sabbatical Leave Committee shall be a standing committee at each college.
- (2) The Committee shall weigh the value of each proposed sabbatical leave to the faculty member, to the students, and to the District.

8.6.C. Purposes of Sabbatical Leave

Sabbatical leaves may be granted for purposes that include, but are not limited to, the following:

- (1) Academic study or professional research at an accredited institution of higher education.
A faculty member who applies for leave for this purpose shall agree to undertake advanced study or independent research related to his/her teaching assignment. No less than six units of course work or equivalent research per semester shall be acceptable from an accredited institution of higher education.
- (2) On-site research project
Special projects shall be designed to expand the faculty member's knowledge so that he or she will be a greater asset and credit to the District, worth to students being the ultimate measure. These projects may also include development of educational programs and curricula. Projects which involve travel outside the country must include a detailed itinerary.
- (3) Approved teaching or research fellowships and teacher exchange programs
- (4) Work or research in industry, business, or government
Positions shall be restricted to those related to the applicant's field and ones which shall be of benefit to the District and for the improvement of instruction. Total compensation received shall not exceed the amount that would have been received had the faculty member remained in active service in the District. If necessary, compensation paid by the District shall be reduced by the appropriate amount so that the total stipend shall not exceed the faculty member's salary.
- (5) Other experiences as approved by the Governing Board.

8.6.D. Eligibility

Any regular faculty member who has served the District for six consecutive years as a faculty member shall be eligible for a leave of either one or two semesters at his/her option. Not more than one such leave may be granted to any faculty member in each seven-year period.

8.6.E. Applications

- (1) Applicants for sabbatical leaves shall file with their College Sabbatical Leave Committee a written request containing detailed plans of their proposal.
- (2) Applications shall be filed on or before November 1 of the fiscal year preceding the proposed leave.
- (3) Applications and recommendation of each campus committee shall be forwarded to a District Sabbatical Leave Committee composed of six members, one each appointed by each College President,

and one each by each Academic Senate. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and submission to the Governing Board.

(4) Applicants will be notified by the Governing Board on or before February 1 of the final acceptance or rejection of their application.

(5) Under exceptional circumstances, late applications will be considered.

(6) After a leave has been granted, any significant change of purpose or in the plan shall be cause for reconsideration of the agreement between the District and the faculty member.

8.6.F. Compensation

(1) If the sabbatical leave is for two semesters, compensation shall be two-thirds of the faculty member's regular teaching salary.

(2) If the leave is for one semester, the compensation shall be the faculty member's full regular contract teaching salary for one semester. Normally, one-semester leaves must be taken during the Spring Semester.

(3) Salary while on leave shall be paid monthly during the fiscal year in the same manner as faculty members are paid.

(4) The District shall not pay travel costs or salary or provide remuneration other than the sabbatical leave stipend during the period of the leave. Exceptions will be considered by the Governing Board upon the recommendation of the Chancellor or upon appeal from his/her adverse recommendation.

8.6.G. Guarantees

(1) The faculty member must agree to return to the District for a period of service equal to twice the period of the leave.

(2) Any transfer of a faculty member who is on a sabbatical leave shall be subject to Article 14 of this Agreement.

(3) The written agreement between the District and the Faculty member is to be acceptable without requirement of a bond.

8.6.H. Accountability

Upon completion of the sabbatical leave and within six months of the faculty member's return to duty, she/he shall submit to the College President and to the Chancellor (and to the Governing Board, if requested) a report which must include transcripts of study completed, if applicable, together with an evaluation of the project pursued. The Governing Board shall be encouraged to request a review of all reports

8.6.I. Incomplete Sabbatical Leave

If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions under which the leave was granted, nor shall such interruption affect the amount of compensation to be paid the faculty member under the terms of the leave agreement, provided, however, that the District shall have been notified by registered mail within 30 days of the time of the accident, or, in the case of illness, the onset of said illness and a medical verification of same.

8.6.J. Effect of Leave on Salary Increments and Retirement

(1) Sabbatical leave shall be counted toward retirement. The annuity contributions shall be collected in the usual manner and all fringe benefits shall be in force.

(2) Sabbatical leave shall be counted as experience for advancement on the salary schedule.

(3) Incomplete sabbatical leaves can count toward benefits (salary, retirement, and advancement on the salary schedule) only to the extent that salary is received while the leave is in progress.

(4) Sabbatical leave shall not affect the accrual of non-contract longevity.

8.6.K. Credits

Academic credits earned from any sabbatical leave may be credited toward salary increments the following Fall Semester.

8.6.L. Limitations

(1) The number of sabbatical leaves granted each year shall be 3% of the full-time faculty members (with a fraction of a faculty member rounded up) in the District, including at least one at each college, except that if a reduction in force of full-time faculty is necessary due to lack of funds, the parties agree to reopen negotiations prior to May 15 of each calendar year on the minimum number of sabbaticals to be granted per year.

Beginning July 1, 2002, if the governing Board chooses to grant sabbaticals in excess of the number of sabbaticals provided above, the additional sabbaticals shall be for one year and shall be limited to a maximum of three.

(2) A list of alternates will be established and maintained by the Sabbatical Leave Committees in the event that change of plans for applicants or increase in staff permits additional grants.

8.6.M. Priority Determinations

In the event that more applications for sabbatical leave are submitted than the above-mentioned limitation will permit, the granting of said leaves will be governed by the following list of priority determinations, listed in order of precedence.

(1) Value of the proposed leave to the individual faculty, the students, and the District. Value of leave to the students and District is evaluated in terms of what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods.

(2) The number of previous sabbatical leaves granted applicants. An applicant for a first sabbatical leave shall be given priority over an applicant who has had a previous sabbatical leave.

(3) Seniority of service.

(4) Likelihood of continued service to the District.

(5) Reasonable distribution of sabbatical leaves among departments and divisions.

SABBATICAL LEAVE COMMITTEE: **SELECTION AND PRACTICES**

A. Committee Selection

1. The Academic Senate Vice President and a dean appointed by the Executive Vice President shall co-chair the committee.
2. The two co-chairs will establish the membership of the Sabbatical Leave Committee according to the criteria set in the AFT Collective Bargaining Agreement.
3. The Sabbatical Leave Committee will have no fewer than 6 faculty members and one dean; whenever possible at least 4 of the members will be previous sabbatical leave recipients.
 - a. The Faculty Co-Chair will ask previous sabbatical leave recipients from the prior three years, or more if necessary, to serve on the committee.
 - b. There is no contractual obligation to do so, but if a broad representation of faculty from the liberal arts, sciences, and CTE would not otherwise be included in the committee's membership the co-chairs may choose to select additional faculty members from the relevant areas.
 - c. The co-chairs may also decide to invite one person each to attend the committee as non-voting observers for the purpose of providing continuity in the sabbatical process (one faculty and one administration member respectively).
 - d. The co-chairs will determine whether the Sabbatical Leave Committee will hear presentations and/or ask questions from applying faculty at its second meeting.
4. Sabbatical applicants cannot serve on the Sabbatical Leave Committee.
5. The Sabbatical Leave Committee membership will be established before the general call for proposals.
6. All Sabbatical Leave Committee members may vote, with the exception of the Faculty Co-Chair, who may only do so in the case of a tied vote.

B. Committee Practices

Members of the Sabbatical Leave Committee may not discuss any proposals by sabbatical applicants except within the committee meetings.

The committee will meet twice during the Fall semester.

Members of the committee must attend both meetings to be able to vote in the selection process.

1. First meeting to discuss criteria.
This meeting must occur before the sabbatical proposals are seen by the committee.

- a. The co-chairs will brief the committee about its role and responsibilities.
 - b. The committee will examine and discuss the criteria set by the AFT Collective Bargaining Agreement to rank sabbatical proposals. (This will include a review of the AFT Collective Bargaining Agreement as well as the Rubric for Sabbatical Leave Proposals for use by the Sabbatical Leave Committee.)
 - c. The co-chairs will inform the committee of the voting practices.
2. Second meeting to make recommendations.
This meeting must occur after the written sabbatical proposals have been distributed to and read by the committee members.
- a. The committee will hear presentations and/or ask questions of the applicants for sabbatical leave, if so decided by its co-chairs (A.3.d).
 - b. The committee will discuss the proposals.
 - c. The committee will then rank the proposals by secret ballot.
 - d. The co-chairs will count the votes and notify the committee of the overall ranking.
 - e. The committee may choose to forward all of the proposals to the District Sabbatical Leave Committee, in their ranked order, or it may vote not to forward individual proposals to the district process.

After the meeting the Faculty Co-Chair will notify applicants of their status in the final recommendations of the Sabbatical Leave Committee.

All discussions within the two committee meetings must remain confidential.

SABBATICAL LEAVE TECHNICAL REVIEW GROUP: **SELECTION AND PRACTICES**

A. Technical Review Group Selection

1. The Faculty Co-Chair of the Sabbatical Leave Committee will appoint two members to join him/her on a sabbatical leave technical review group composed of three members.
2. The two appointed members cannot be either sabbatical applicants or voting members of the Sabbatical Leave Committee.

B. Technical Review Group Practices

The sabbatical leave technical review group gives feedback to applicants who request it concerning their proposals and their final reports. Feedback must be limited to pointing out omissions in proposals or reports: the group cannot comment on the concept(s) of a project. The technical review group will hold a maximum of three meetings.

1. Meeting to review draft proposals for sabbatical leave (Fall semester)
If applicants request feedback for their proposals, the technical review group will meet at least two weeks before the contractual deadline for submission of the proposals.
 - a. The group will review the drafts presented to it in alignment with the Rubric for Draft Sabbatical Leave Proposals.
 - b. The group will collectively mark “included”, “partially included”, “not included”, or “not applicable”, as appropriate, for each of the categories of the rubric.
 - c. The completed rubrics will be returned to the applicants.
2. Meeting(s) to review drafts of final reports (Fall and/or Spring semester)
If faculty who have completed their sabbatical leave request feedback on their draft final reports, the group will meet at least two weeks before the final deadline for submission of the reports to the Office of the Executive Vice President.
 - a. The group will review the draft final report(s) presented to it in alignment with the faculty member’s original proposal for sabbatical leave and the Rubric for Draft Sabbatical Leave Final Reports.
 - b. The group will collectively fill in the rubric for each draft final report submitted.
 - c. The completed rubrics will be returned to the faculty member(s) requesting feedback on their report.
3. The feedback provided by the technical review group is confidential.
4. Comments of the technical review group do not guarantee acceptance of faculty members’ proposals or final reports, nor will they influence the deliberation of the Sabbatical Leave Committee.

RUBRIC FOR PROPOSALS FOR SABBATICAL LEAVE
for use by the Sabbatical Leave Committee

I The Sabbatical Leave Committee will consider proposals on the following criteria as stated in the AFT Collective Bargaining Agreement.

| | |
|---|---|
| Meets purpose of Sabbatical Leave (check all that apply) <input type="checkbox"/> Academic study or professional research at an accredited institution of higher education (“No less than six units of course work or equivalent research per semester.”) <input type="checkbox"/> On-site research project (“Special projects shall be designed to expand the faculty member’s knowledge so that he or she will be a greater asset and credit to the District, worth to students being the ultimate measure.”) <input type="checkbox"/> Approved teaching or research fellowships and teacher exchange programs <input type="checkbox"/> Work on research in industry, business, or government (“Position shall be restricted to those related to the applicant’s field and ones which shall be of benefit to the District and for the improvement of instruction.”) | |
| 0 = Weak/Non-Supportive | 1 2 3 4 = Strong/Supportive |
| 1(a). Value to the individual faculty | |
| 1(b). Value to students (“what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods”) | |
| 1(c). Value to the college/district (“what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods”) | |
| 2. Number of previous sabbatical leaves granted (“An applicant for a first sabbatical leave shall be given priority over an applicant who has had a previous sabbatical leave”) | Number of previous sabbaticals: |
| 3. Seniority of service | Number of years served as contract faculty: |
| 4. Likelihood of continued service to the District | |
| 5. Reasonable distribution of sabbatical leaves among depts./divs. | Discipline: |
| TOTAL | |

II The Sabbatical Leave Committee may also consider professional best practices associated with the contractual criteria.

| 0 = Weak/Non-supportive 1 2 3 4 = Strong/Supportive | |
|---|--|
| Size and scale of project is suitable for sabbatical leave rather than regular professional assignment. | |
| Project relates significantly to the applicant's professional assignment. | |
| Proposed objectives are clearly delineated and appropriate to the project. | |
| Proposed time-line and activities in plan of work are specified and appropriate to the project. | |
| The proposed benefits/results of the plan can feasibly be implemented upon return. | |
| Overall professionalism, thoroughness, commitment and completeness. | |
| TOTAL | |

RUBRIC FOR DRAFT PROPOSALS FOR SABBATICAL LEAVE **for use by Sabbatical Leave Technical Review Group**

The sabbatical leave technical review group gives feedback to applicants who request it concerning their draft proposals. Feedback must be limited to omissions in proposals: the group cannot comment on the concept(s) of a project. The comments of the technical review group do not in any way guarantee acceptance of applicants' proposals.

The technical review group will comment on submitted draft proposals according to the following rubric.

| | |
|--|--|
| Meets purpose of Sabbatical Leave (check all that apply) <input checked="" type="radio"/> Academic study or professional research at an accredited institution of higher education ("No less than six units of course work or equivalent research per semester.") <input checked="" type="radio"/> On-site research project ("Special projects shall be designed to expand the faculty member's knowledge so that he or she will be a greater asset and credit to the District, worth to students being the ultimate measure.") <input checked="" type="radio"/> Approved teaching or research fellowships and teacher exchange programs <input checked="" type="radio"/> Work on research in industry, business, or government ("Position shall be restricted to those related to the applicant's field and ones which shall be of benefit to the District and for the improvement of instruction.") | |
| 1(a). Value to the individual faculty | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |
| 1(b). Value to students ("what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods") | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |
| 1(c). Value to the college/district ("what the applicant may contribute following return through classroom teaching, leadership, curriculum development, or teaching methods") | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |
| 2. Number of previous sabbatical leaves granted ("An applicant for a first sabbatical leave shall be given priority over an applicant who has had a previous sabbatical leave") | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |
| 3. Seniority of service | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |
| 4. Likelihood of continued service to the District | <input checked="" type="radio"/> Included <input checked="" type="radio"/> Partially included <input checked="" type="radio"/> Not included <input checked="" type="radio"/> Not applicable |

| | |
|---|--|
| 5. Reasonable distribution of sabbatical leaves among depts./divs. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| | |
| Size and scale of project is suitable for sabbatical leave rather than the regular professional assignment. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| Project relates significantly to the applicant's professional assignment. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| Proposed objectives are clearly delineated and appropriate to the project. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| Proposed time-line and activities in plan of work are specified and appropriate to the project. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| The proposed benefits/results of the plan can feasibly be implemented upon return. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |
| Overall professionalism, thoroughness, commitment, and completeness. | <input type="radio"/> Included <input type="radio"/> Partially included <input type="radio"/> Not included <input type="radio"/> Not applicable |

RUBRIC FOR DRAFT SABBATICAL LEAVE FINAL REPORTS **for use by Sabbatical Leave Technical Review Group**

The sabbatical leave technical review group gives feedback to faculty who request it concerning their draft final reports. Comments of the technical review group do not in any way guarantee acceptance of their final report by the Office of the Executive Vice President, the president of the college, the chancellor of the district, or the Board of Trustees.

Draft final reports that are submitted by faculty to the technical review group will be read in coordination with the faculty's original proposal for sabbatical leave and commented on according to the following rubric.

| 0 = Not Demonstrated 1 2 3 4 = Strongly Demonstrated NA = Not Applicable | |
|---|--|
| “Benefit to Faculty Member”: Results of work have greatly enhanced faculty member’s background and improved professional competence (e.g. expertise in a new area, completing a degree, etc.). | |
| “Benefit to Students”: Results of work will be of great benefit to students (e.g. new curriculum or new direction for current curriculum). | |
| “Benefit to College/District”: Results of work will greatly benefit college and/or district educational and support programs (e.g. new resources provided for fellow faculty members, etc.) | |
| Size and scale of project was suitable for sabbatical leave rather than regular professional assignment. | |
| Results of work relate significantly to the applicant’s professional assignment. | |
| Proposed objectives were accomplished. | |

| | |
|--|--|
| Proposed time-line and activities were met and completed. | |
| Feasibility of implementation: to what extent can the results of the work now be carried out? | |
| Dissemination: Results of work have been or are planned to be disseminated to relevant communities. | |
| Training: Any training taken is appropriately documented (e.g. transcripts of any classes completed, etc.). | |
| Overall professionalism, thoroughness, commitment, and completeness. | |
| TOTAL | |