

Everything you need to know about sabbatical leaves (MAHE Contract p. 100; CTE Website)

January 5th (Wednesday) Spring 2022 PA Day



The Sabbatical Leave Committee

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Sabbatical Committee consists of: Five bargaining unit members, Two administrators, and Two alternates

Agenda

- I. What is a sabbatical/Professional Development leave?
(2020- 2024 MAHE Contract XXIII)
- II. Who is eligible?
- III. Application process and Timelines (per new MAHE contract 2020-2024)
- IV. Application documents
- V. Scoring/Ranking criteria by the Sabbatical Leave Committee
- VI. Sample sabbatical projects
- VII. What to do prior to and during the sabbatical
- VIII. After the sabbatical
- IX. Summary – Tips for Successful Sabbatical Application
- X. Q and A

Please see CTE Website:

https://internal.lcc.edu/cte/services_support/sabbatical_info.aspx

I. What is a sabbatical leave? (MAHE contract XXIII C1)

A. The purpose: of a Sabbatical/Professional Development Leave is to provide for professional growth of the bargaining unit member that is not possible while fulfilling the obligations of a full-time appointment.

Sabbatical /Professional Development Leaves may be granted for advanced study, research, writing, or cognate pursuits, resulting in achievement which will **contribute to the professional effectiveness of the faculty member and will significantly benefit the College.**

B. Benefits: Leave may be up to two semesters (Fall, Spring, or Fall & Spring)

C. Compensation:

One semester (Fall or Spring): Base salary for the semester

Two semesters (Fall & Spring): One-half of the base salary

NOTE: NO sabbatical will be granted for taking employment in other organizations.

What a sabbatical is NOT

Examples

1. A vacation
2. Travel unrelated to student learning and/or your professional development
3. Updating your syllabus or course packet for your own courses
4. Working that is part of your regular assignment
5. Engage in curriculum development that is part of your regular assignment



II. Eligibility (XXIII C2) APPLY for a Sabbatical, if

You are, as of February 1 preceding the academic year for which the leave is sought,

1. A full-time employee in the bargaining unit currently and actively employed (not on leave of absence or layoff);
2. Have completed at least six years of full-time service to the College;
3. Have performed at least 192 workload hours (equivalent to 8,304 clock hours) for the College within the preceding seven academic years; and
4. Have not been on Sabbatical/Professional Development Leave within the preceding six academic years.

III. Application Process and Timeline-1 (XXIII C3)

September 15	<ul style="list-style-type: none">• Submit application to the Dean or a designee• Meeting with department supervisor and Dean or designee to discuss proposed project (strongly recommended)
October 5	Submit the (revised) draft with supporting documents to the Dean (or a designee) and the Provost.
October 15	The Provost or designee reviews the draft, may submit a recommendation on the application, and deliver it to the member, with a copy to the Sabbatical/Professional Development Committee.
October 25	Final application due to HR
November 30	Sabbatical Committee submits recommendation to HR
February 28	The Board makes final decision; applicants notified

IV. Application Document(XXIII C3 c1)

- a) A completed “Sabbatical/Professional Development Leave Request Form;”
- b) A statement of the purpose(s) of the Sabbatical/ Professional Development Leave including the activities to be undertaken with timelines for completion in order to achieve the purpose(s);
- c) A method of evaluating the accomplishment of the stated objective(s);
- d) A statement of the benefits and value of the Sabbatical/ Professional Development Leave to the bargaining unit member;
- e) A statement of the benefits and value of the Sabbatical/ Professional Development Leave to the College (independent of the faculty member’s professional growth);
- f) A description of any contract, grant or fellowship related to the Sabbatical/Professional Development Leave, including the nature of the contract, grant, or fellowship, the approximate time requirements on the part of the applicant; and the dollar amount of any such contract, grant or fellowship; and
- g) A signed agreement that, if the member receives a Sabbatical/Professional Development Leave, the member shall return to the College for a period of one year of active employment or shall refund on a prorated basis the full compensation (including costs of employee benefits and expenses) attributable to the Sabbatical/Professional Development Leave period, together with a signed promissory note reflecting this refund obligation.

V. Criteria for Evaluating Sabbatical Proposals (XXIII C3 c1 f)

1. The merit of the application	0 - 5
2. The extent to which the request states specific deadlines and measurable educationally constructive objectives	0 - 5
3. The extent to which a leave will have positive impact on the quality of instruction or service at the College through the bargaining unit member's increased competence and/or improved instructional techniques	0 - 5
4. The extent to which a leave will, independent of impact on the bargaining unit member, measurably benefit the College by supporting its curricula, mission, and initiatives and improving student success	0 - 5
5. Reasonable and equitable distribution of leaves across the College	0 - 5
6. Contributions of the applicant to the College	0 - 5
7. Length of service and employment history of the applicant	0 - 5
8. The quality and timeliness of any reports and other work produced by the applicant while on a previous Sabbatical/Professional Development Leave.	0 - 5

VI. Sample sabbatical projects

1. **Professional development:** Study or experience designed to improve teaching effectiveness or to further knowledge—Not possible during normal workload
2. **Formal study:** Take courses for increased mastery in the subject field; development of an additional area of specialization
3. **Publication:** books, articles, OER writing/compilation
4. **New Course development, Major course/curriculum revisions, New lab/instructional manuals**
5. **Research, Creative Project, or Field study,** which is not possible while carrying a normal workload
6. **Professionally Beneficial Travel** to enable acquisition of knowledge, skills, expertise, or an area of specialization within a discipline.

NOTE: Visit CTE for previous applications.

VII. Prior and during the sabbatical

1. Meet with the sabbatical committee member (a “facilitator/mentor”) one month prior to the start of the leave
2. Keep the facilitator informed about your progress (e.g. additional activities; activities which will not be completed)
3. Notify the facilitator about any changes on the proposed activities, timeline, etc. so that the facilitator can inform other committee members and HR about the change.

VIII. After a sabbatical (XXIII C4)

1. Submit a report to the Committee and HR about the leave **within 30 days of the completion of your leave**
2. **Return to the active employment for one year** after the completion of the leave or refund the benefits to LCC
3. **Share the results** of the sabbatical, e.g. make presentations for the CTE, Program/Department meetings, etc.

IX. Tips for Successful Sabbatical/PD Applications

A. Before writing your proposal: Consider the following:

1. Plan what you want to do during the sabbatical/PD leave; is it achievable in one semester?
2. Does your project relate to LCC goals, strategic initiatives, and learning outcomes?
3. How does your leave benefit you, colleagues, department, college, and students?
4. Outline a **realistic plan** with specific objectives, activities, and timeline.
5. Identify your **anticipated results**.
6. **Adhere to sabbatical instructions** and address all question thoughtfully, yet concisely.
7. Review the **Sabbatical Proposal Evaluation Matrix** to get an idea of how your proposal will be evaluated.

Tips for Successful Sabbatical/PD Applications-cont.

B. When writing the proposal:

1. Introduce yourself and your discipline, including **your contributions to LCC**.
2. **Describe the main focus** of your sabbatical with *sufficient* detail so that readers will understand the importance of pursuing the project.
3. **Describe how you will document your activities** in addition to the sabbatical leave report:
 - Curriculum Outline/Syllabus for a new or revised course
 - Diaries, Travel receipts
 - Slides, films, and other multimedia tools
 - Manuscript and/or papers
 - Production of creative work, e.g. plays, paintings, etc.
 - What methods will you use to disseminate your results: e.g. Web pages; presentations and workshops

Tips for Successful Sabbatical/PD Applications-cont.

4. Figure out what “worked” in the past

- Review past proposals, both successful and unsuccessful (available at CTE)
- Meet with past sabbatical recipients or committee members
- Ask your colleagues to critique your application
- The sabbatical project should constitute one semester’s work.

5. Be “reader friendly”

- Be professional, but personal
- Don’t make the reader hunt for or guess at the answer to a question
- Use headers, bullets, bold/italics, and “white space” to help guide the reader through the various sections
- Don’t use jargon specific to your discipline that readers may not understand
- Don’t forget to proof read and use spell check

X. Questions?