

SABBATICAL LEAVE INSTRUCTIONS

Application Requirements

1. The application must be complete.
2. The proposed sabbatical program shall be of sufficient scope to merit and justify the granting of a one or two semester leave.
3. The proposed sabbatical program shall clearly demonstrate a benefit to the college and the students of the college. It is recommended that the proposal includes a description of how the project aligns with the College's Educational Master Plan goals and/or District Strategic Plan goals and objectives.
4. The applicant will document how they will broadly share the results of the study, project, research, or activity with colleagues, their college, and the broader district community as appropriate.
5. The applicant will be allowed 15 minutes to present their application and answer Sabbatical Committee member questions. Five minutes will be allocated for the presentation and no more than ten minutes for questions and answers.
6. The application shall comply with Section 4.2 of the Agreement between the Yuba Community College District and the Faculty Association of Yuba Community College District (attached).

Sabbatical Leave for Study

Courses appropriate for sabbatical leave credit include graduate level classes and upper division courses related to the teaching assignment or those courses that would expand the teaching assignment. Sabbatical Leaves will not be granted for the purpose of enrolling in lower division courses. The minimum sabbatical leave course load is as follows:

SEMESTER SYSTEM: TWO-SEMESTER LEAVE (One Year)

- 16 semester units if all graduate courses
- 24 semester units if all undergraduate courses
- A combination of graduate and undergraduate units will be prorated.

QUARTER SYSTEM: TWO-SEMESTER LEAVE (One Year)

- 24-quarter units if all graduate courses
- 36 quarter units if all undergraduate courses
- A combination of graduate and undergraduate units will be prorated.

Course information must be specific (course name and number, units, and catalog description) related to planned courses and alternative courses in the event of course cancellation; and a letter of acceptance must be attached. Where the letter of acceptance is unavailable, proof of application, enrollment, or intent to enroll should be submitted.

For sabbatical leave for study proposals that are below these minimum course loads, faculty are encouraged to identify additional project or curriculum deliverables to ensure the sabbatical program is of sufficient scope and merit.

Upon return, recipient must submit an official transcript of grades (for an American accredited collegiate institution) or an official letter of verification, signed by an appropriate authority indicating that the course of study has been completed satisfactorily and any degrees or certificates obtained.

Upon return, recipients must formally share the results of the study with colleagues, their college, and the broader district community as appropriate.

Sabbatical Leave for Curriculum Development

Curriculum projects must have a product (i.e. computer program, workbook, written report, implementation of curriculum, etc.) that will enhance the creator's academic performance, is applicable across the discipline, and is available for District-wide use.

Sabbatical Leave for Professional Projects

Applicants shall submit a detailed statement of the professional projects to be undertaken with specific goals and objectives. Such projects need not be undertaken under the auspices of a collegiate institution; however, they must constitute an organized program of study, research, or creativity designed to enhance the professor's performance and which will benefit the college and the students of the college. Projects may include study and/or original research in a given field, the creation of music, art, dance, literature, film, and theater so long as the project is relevant to the applicant's field of expertise for which he or she is employed by the District.

Upon return, recipient must submit one or more of the following depending on the type of project:

- Names of the location(s) or institution(s) where his/her project/study was carried on and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- If applicable, assurances of cooperation or authorization to conduct the project/ activity/study received from appropriate individuals, institutions, companies or agencies.
- Manuscripts, publications, papers, paintings, drawings, photographic work and/or other similar materials developed or produced as a result of his/her research, study or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- Titles, places, dates, short description and other evidence, if any, of any lectures delivered and/or seminars, meetings or conferences in which he/she was an active participant.

Sabbatical Leave for Travel/Study/Visitation

Applicants must submit a detailed statement of the proposed itinerary and demonstrate how it will increase the professor's knowledge in all or part of the following general areas: subject areas; teaching techniques; educational psychology; and/or understanding of the cultural, political, and social history of human learning. Projects that entail visiting business or industry must identify the purpose of the visit, the name of the business, the contact person at the business, and the proposed date of the visit.

Upon return, recipient must submit one or more of the following depending on the type of travel:

- Itineraries (places, dates, times, etc.)
- Name, title and address of person he/she may have interviewed, consulted, or collaborated with
- Date and synopsis of interview, consultation, or collaborative effort; manuscripts, publications, papers, paintings, drawings, videotapes, photographic reproductions, copies, dated tape recordings and/or similar materials produced or acquired as a result of his/her activity that meet the usual and accepted professional standards
- Bibliography of material read, studied and/or collected
- Names, titles, places, dates, etc. of conferences, seminars or meetings attended, including synopsis of each activity.