

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.

SABBATICAL LEAVE RANKING CRITERIA AND SCORING RUBRIC

In assessing proposals, the following elements are of primary consideration:

MERIT AND RIGOR: Proposals are expected to incorporate activities of substance and quality, which demonstrate value and benefit to the applicant, students, and the District. Activities which are expected as part of a faculty member's job or professional obligation are generally not considered to be sufficient (e.g., routine course development; continuing education required for maintenance of certification/licensure). Adequate rigor, as evidenced by a full program of activities appropriate to the length of the sabbatical term requested, is a primary consideration; however, the proposal should be attainable and realistic in terms of the amount of work that can reasonably be accomplished.

CLARITY AND SPECIFICITY: The nature, reasons, and importance of the sabbatical activities must be clearly explained. A well-developed proposal should provide the committee with a clear understanding of the objectives and scope of the project and include specific descriptions of sabbatical activities. Goals, objectives, and activities should be presented in measurable terms, i.e., "will attend the XYZ conference in XYZ on XYZ date."

COHESIVENESS: The proposal should demonstrate a cohesive relationship between the stated goals and objectives with the activities. The plan of activities must support the goals and objectives.

Criteria Scoring Rubric	Excellent 5 Points	Very Good 4 Points	Good 3 Points	Needs Improvement 2 Points	Does Not Meet Criteria 1 Point
Benefit to Students Details the manner in which students will benefit from the work done during the sabbatical leave.	Includes substantial information demonstrating how student learning will be enhanced.	Includes significant/clear information demonstrating how student learning will be enhanced.	Includes sufficient information with limited details to demonstrate how student learning will be enhanced.	Includes minimal information with no details to demonstrate how student learning will be enhanced.	Does not include information demonstrating how student learning will be enhanced.
Benefit to Discipline/ Department Explains the relationship between your proposed area of study or work and your discipline or departmental responsibilities. Thoroughly describes the ways in which you and/or your academic discipline will benefit from this period of extended independent work.	Includes substantial information demonstrating the benefit to the discipline/ department.	Includes significant/clear information demonstrating benefit to the discipline/ department.	Includes sufficient information demonstrating benefit to the discipline/ department.	Includes minimal information demonstrating benefit to the discipline/ department.	Does not include information demonstrating benefit to the discipline/ department.

Criteria Scoring Rubric	Excellent 5 Points	Very Good 4 Points	Good 3 Points	Needs Improvement 2 Points	Does Not Meet Criteria 1 Point
Benefit to College/ District Demonstrates how the purpose or outcomes of this sabbatical project supports the College/ District mission, goals, and/or priorities.	Includes substantial information demonstrating benefit to the College/ District.	Includes significant/clear information demonstrating benefit to the College/ District	Includes sufficient information demonstrating benefit to the College/ District.	Includes minimal information demonstrating benefit to the College/ District.	Does not include information demonstrating benefit to the College/ District.
Appropriate and Detailed Timeline Provides sufficient detail and specificity to demonstrate activities can be completed within timeframe.	Activities are exceptionally specific, thoughtful and detailed and justify the length of time requested.	Activities are very specific, thoughtful, and detailed.	Activities are specific, detailed, and thoughtful.	Activities are either not specific, detailed or thoughtful enough.	Activities are not specific, detailed, or thoughtful.
Previous Sabbatical	Candidate has never been granted a sabbatical leave.	Previous sabbatical leave taken more than 20 years prior.	Previous sabbatical leave taken within the past 10-20 years.	Previous sabbatical leave taken within the past 10 years.	
Seniority	Candidate has more than 20 years' experience with the District.	Candidate has 10-20 years' experience with the District.		Candidate has less than 10 years' experience with the District.	

PROGRAM IMPAIRMENT CHART

Potential Impact	Mitigation and Prevention	Responsible Lead
<p>Course Offerings: Reduced section offerings may affect access and success of students.</p>	<p>Recruit and retain sufficient part-time and temporary full-time faculty to cover all department needs and course offerings.</p>	<p>Dean/Supervisor</p>
<p>Out-of-Classroom Activities (Ex. Theatre Productions, Sports Competition): Potential reduced quality of experiential learning may affect students.</p>	<p>Identify adequate part-time, full-time, and temporary full-time faculty to provide the same or similar level of student engagement opportunities.</p>	<p>Joint Responsibility</p>
<p>Curriculum and Program Cycle (Ex. 5-year curriculum cycle, SLOs, program external visits): Curriculum that is about to expire or incomplete assessment may affect the college's planning cycles and accreditation.</p>	<p>For departments with multiple faculty members, this does not apply. For departments with only one full-time faculty member, ensure all required revisions and submissions are complete ahead of the sabbatical to the extent practicable. For departments for which the sole full-time faculty member is applying for sabbatical, recruit full-time faculty from other departments, part-time faculty, or temporary full-time faculty to perform these professional responsibilities.</p>	<p>Faculty Member</p>
<p>Enrollment and Program Health: Potential loss of enrollment and/or community partnership involvement for a program undergoing vitality.</p>	<p>Maintain healthy programs in advance of a sabbatical. Create a plan to continue outreach and partnerships during the sabbatical.</p>	<p>Joint Responsibility</p>
<p>Personnel Evaluation Process or Performance Improvement: Potential interruption of a performance improvement process.</p>	<p>Delay a sabbatical leave until an improvement plan is complete. Agree to schedule a planned evaluation prior to or after a planned sabbatical leave.</p>	<p>Joint Responsibility</p>

APPLICANT'S SABBATICAL LEAVE CHECKLIST

Applicant Name: _____ **Date:** _____

Purpose: This checklist is to be used by all applicants for Sabbatical Leaves to ensure that all timelines, commitments and assurances are kept in meeting the requirements of the Sabbatical Leave policy (reference: Article 4.2 District/FAYCCD Agreement). Applicant is to keep one and submit a copy with his/her completed Sabbatical Leave Request form to the Office of the Vice Chancellor of Education and Planning (VCEP).

LONGEVITY ELIGIBILITY	Years full-time consecutive* service since last Sabbatical _____	Years since last Unpaid Leave if any _____
TERM OF LEAVE REQUEST	Academic Year/Semester Application is being made for: (check one) * Fall _____ Fall & Spring _____/_____ Spring _____ Other _____	
SABBATICAL TRAINING	Attended or viewed video of Sabbatical Leave Workshop Yes <input type="checkbox"/> No <input type="checkbox"/>	
FINAL SABBATICAL LEAVE APPLICATION	Completed sabbatical application for the following academic year should be submitted to the Office of the VCEP not later than 5:00 p.m. on October 15 of the current year. Date Received by VCEP Office: _____ VCEP Office Initials: _____	
DRAFT APPLICATION REVIEW/ FEEDBACK	Draft application was submitted to a Sabbatical Leave Committee member prior to October 1 and feedback was considered by applicant. Yes <input type="checkbox"/> No <input type="checkbox"/>	
PROGRAM IMPAIRMENT (Must be dated no later than October 1 of current year)	Date dean/supervisor and applicant met to discuss program impairment, if any: _____ ___ No program impairment anticipated ___ Program impairment concerns identified. List concerns below:	
Use the Program Impairment Chart to complete this section	Dean/Supervisor's Printed Name/Title: _____ Signature: _____ Date: _____	
Applicant's Acknowledgement and Signature:		
<input type="checkbox"/> I submit this application with the understanding that I shall be bound by the policies and regulations of the Yuba Community College District (BP 7340, Leaves) relating to the granting of sabbatical leaves.		
<input type="checkbox"/> I acknowledge that I must obtain written approval of the Leave Approval Committee if, during the course of conducting the Sabbatical Leave, the conditions agreed to in granting the leave appear to be desirable to change. See FAYCCD Contract Article 4.2.12.2.		
<input type="checkbox"/> I agree to serve the District immediately following completion of the sabbatical for at least twice the time of the leave granted.		
<input type="checkbox"/> I authorize the Sabbatical Leave Committee to use my successful application as an example for future workshops and/or applicants. (<i>Approval of the application is not dependent on this authorization. Authorization can be revoked at any time by submitting a written request to the Office of the Vice Chancellor Educational Planning and Services.</i>)		
_____	_____	
Signature of Applicant	Date	

* Refer to Article 4.2.2 of the FAYCCD Contract: Unit Members not excluded by Article 27.4 who have satisfactorily completed at least six (6) consecutive years of full-time service in this District will be eligible to apply for a sabbatical leave. Normally, sabbatical leaves will be completed within one academic year. However, Unit Members may take the leave in two separate semester periods with prior approval from the Leave Approval Committee provided the total leave is completed within a three-year period. Any period of service between the separate semesters shall comprise a part of the service required for a subsequent sabbatical leave. An approved leave, while not constituting a break in continuity of service, will not count as one of the six (6) years required for sabbatical eligibility. The applicant may apply during the sixth (6th) or later consecutive year of service. No sabbatical will be granted within two (2) years of completing an unpaid leave of absence of 26 percent or more of the required days of attendance. (Excerpt from 2022-2026 FAYCCD Contract)

6. STATEMENT OF PROGRAM: Describe the focus of the proposed work. Include all the elements outlined above.

7. **Justification**. Describe how the proposed sabbatical program will address the following specific sabbatical selection requirements: The proposed sabbatical program shall be of sufficient scope to merit and justify the granting of a one or
Sabbatical Leave Application Page 4 December 8, 2025

two semester leave. The proposed sabbatical program shall clearly demonstrate a benefit to the college and the students of the college. Provide sufficient detail to support your ideas.

a) SCOPE: Describe how the sabbatical is of specific scope to merit and justify the granting of one or two semester leave.

b) BENEFIT: Provide an explanation of how the accomplishment of the proposal will benefit students, college programs, the institution and/or the faculty member.

c) SHARE: How do you plan to share the results of your study, project or activity with colleagues, the college, the district and the community, where appropriate?

Empty rectangular box for committee member feedback.

COMMITTEE MEMBER FEEDBACK

Optional Advance Feedback of Sabbatical Committee Members: This section completed prior to the Sabbatical Leave Committee making a recommendation.

Applicant Name: _____

Committee Member's Printed Name/Title: _____

Comments:

Committee Member's Signature: _____ Date _____