



M E M O R A N D U M

TO: Sabbatical Leave Applicant
FROM: IPD Committee
DATE: For Fall 2012
SUBJECT: Sabbatical Leave Application

You want to apply for a sabbatical leave to commence in the next academic year? IPD wishes you all the best in your endeavor -- choosing a project and getting through the application procedure.

These guidelines may help you with the process.

- (1) It is VERY important that you realize the contract language clearly states that when you write for Items I and II (Increased Competence and Redirection and/or Improvement of Instructional Services), you must address the specific criteria that are mentioned in the packet. The Sabbatical Leave Subcommittee is forced by contract language to either award you all 40 points in this area (provided the criteria are met) or deny any points if—even after a rewrite—the proposal does not meet the criteria outlined under these two items. Then the proposal will receive zero points in these two areas and be deemed unacceptable for sabbatical consideration. Thus, PLEASE pay close attention to these two sections.
- (2) Each year, the funding is limited, and most of the time does not stretch far enough to allow all applicants to be granted sabbatical leaves. You need to understand that how you apply will affect your chances. Full-year and split-year sabbaticals for faculty that can be replaced with adjunct while on leave will almost certainly be granted, since this type of sabbatical often saves the school money while you are gone. (You are paid 60% your salary, and it costs less than the other 40% of your salary to replace you with adjunct.) When you request a one semester sabbatical, you get paid your full salary, so it will cost the school money to replace you. Thus, your chances of being awarded a sabbatical leave are dependent on the amount of money available and the ranking position that you hold. In the past, we have been able to grant several full-year and split-year applicants their sabbaticals (using rank number), and this usually adds more money (from salary savings) to **allow additional applicants to be granted a sabbatical**, as well. This policy is not guaranteed and must be negotiated on a year to year basis with the President.
- (3) 10 points are possible in the Exceptional Opportunity category. For applications received in Fall 2012, the Sabbatical Leave Subcommittee will consider an eighth criterion, as well as the existing seven listed in the contract. If the project allows the faculty member to increase his/her knowledge of technology, then the applicant should request consideration under this eighth criterion in the exceptional opportunity category.

If you have any questions, please email or give Amanda Best (IPD Chair) a call at Extension 58360. Again, good luck with the application process. We hope to be as supportive of faculty sabbatical leaves as possible; we hope you will help us by carefully writing your proposals to meet the contract requirements.



M E M O R A N D U M

TO: Sabbatical Applicants
FROM: Sabbatical Leave Subcommittee
DATE: For Fall 2012
SUBJECT: Sabbatical Leave Proposal

Attached you will find the following items that will help you prepare your sabbatical leave proposal:

- **Timeline/Deadline Dates**
- **Sabbatical Leave Application**
- **Sabbatical Leave Ranking Procedure**
- **Appeals Procedure**
- **AFT-CCCD Contract Article on Sabbatical Leaves**
- **Format for Preparing a Sabbatical Leave Proposal**
- **Policy for Sabbatical Postponements**
- **Format for Preparing a Sabbatical Leave Report**

Six (6) copies of your sabbatical leave proposal **attached to the sabbatical leave application form (included in this packet)** are to be turned into the Academic Senate/IPD Office. You may choose to submit your application and proposal electronically by email, however, you will be responsible for delivering the additional five (5) copies of the proposal to the IPD Office within 24 hours of the deadline date. Be sure to get your proposal date stamped by the Academic Senate/IPD Office before or on the deadline date. You should receive your individual ranking on or around the time the final rankings are due in the President's Office.

The Sabbatical Leave Subcommittee understands and appreciates the effort that goes into the preparation of your proposal. For this reason, we would like to make the procedure for the ranking of sabbatical leave proposals as clear and precise as possible. You should be aware of the following ranking criteria as you formulate and write your proposal.

There are a possible 70 points which can be awarded to each sabbatical leave proposal. (Refer to Sabbatical Leave Ranking Procedure attached.)

Item I. Increased Competence and Item II. Redirection and/or Improvement of Instructional Services count for a combined point total of 40 points. A proposal that adequately addresses the criteria in these categories will be awarded the full 40 points. Proposals that need alteration and/or amplification will be returned for rewriting. If the proposal still does not meet the criteria outlined

under these two items, then it will receive zero points and be deemed unacceptable for sabbatical consideration.

Thus under these two categories, it is "all or nothing." It is hoped that most proposals will receive 40 points on their first reading and that further rewriting will be unnecessary.

Item III. Exceptional Opportunity carries a possible 10 points. The Sabbatical Leave Subcommittee will award from zero to 10 points based upon whether the project meets one or more of the following specific criteria:

- The project will take advantage of an awarded grant of fellowship opportunity.
- The applicant will participate in an extraordinary conference or workshop.
- The project will investigate an extraordinary conference or workshop.
- The applicant will take advantage of rarely-offered course work or seminars.
- The applicant will produce original material that would be deemed distinguished or exceptional within the academic community.
- The results of the project will be useful and valuable to more than a single academic discipline.
- The project is exceptional in some other way as supported in the proposal and as judged by the Sabbatical Leave Subcommittee.

Item IV. Length of Service has a possible 20 points and will be based upon the number of years since your last sabbatical (or total length of service if no previous sabbatical leave has been taken). The person with the longest length of service will be rewarded the full 20 points, and all others will receive a proportional number of points based upon a prorated scale.

At any time during the application process, should it become necessary for you to withdraw your application for personal (or other) reasons, please inform the committee immediately. There is no advantage to you to continue as postponements are rarely allowed. You would have to begin the application process anew next year. On the other hand, there is considerable difficulty created for your colleagues and the District if you cancel your proposal late in the funding process.

If any questions arise at any time regarding the preparation of your proposal or the ranking procedure, please contact the Sabbatical Leave Subcommittee. We would like the sabbatical process to be a rewarding and challenging one and hope that the information contained herein will be valuable in this respect.

NOTE: Changes to Board-approved sabbatical leaves may be considered for serious reasons. The policy for sabbatical postponements is attached.



SABBATICAL LEAVE APPLICATION TIMELINE/DEADLINE DATES

Deadlines have been adjusted by the Union to compensate for 16-week Schedule.

September 7, 2012	Intent to File due	End of 2 nd Week of Fall Semester
September 14, 2012	Applications due	End of 3 rd Week of Fall Semester
October 5, 2012	Applications requiring revision will be returned to applicant	End of 6 th Week of Fall Semester
October 19, 2012	Deadline for submission of revised applications	End of 8 th Week of Fall Semester
November 2, 2012	Acceptable sabbaticals sent to College President	End of 10 th Week of Fall Semester
November 9, 2012	If the President requires ranking, request is made of Sabbatical Leave Committee	End of 11 th Week of Fall Semester
November 16, 2012	Ranking sent to the President	End of 12 th Week of Fall Semester
November 30, 2012	President sends sabbaticals to the District	
January 2013	Board of Trustees approves sabbaticals	
February 1, 2013	Sabbatical Leave Committee shall notify successful candidates	End of 1 st Week of Spring Semester

Note to Applicant: Please review Article XVI of the AFT/CCCD Contract prior to submitting this form in order to determine eligibility and benefits.

Appeals Timeline: Appeals on any action must be filed within 5 working days from the time Applicant received notice of action. See appeals procedure for details.

**DISTRICT SABBATICAL LEAVE COMMITTEE
SABBATICAL LEAVE APPLICATION**

Attach a typed copy of your sabbatical leave proposal to this application form and submit with 5 additional copies of your proposal (6 required copies) to the Academic Senate/IPD Office on or before the deadline date.

NAME OF APPLICANT: _____

PROPOSED DATES OF SABBATICAL LEAVE: _____

Please see the next page for Guidelines for Choosing Sabbatical Leave Options

PURPOSE: The purpose of a sabbatical leave is to encourage faculty members “to pursue professional growth leading to the development of increased competence and the improvement of instruction and/or redirection in their discipline.” (AFT/CCCD Article XVI, Sec. 1)

Each College Sabbatical Leave Committee shall review sabbatical leave applications and ascertain if the proposal qualifies in meeting the stated purpose. Unqualified applications will be returned to the applicants with comments for improvement, and applicants will be urged to rewrite and resubmit their proposals. The College Sabbatical Leave committee shall forward to the college president a list containing all of those faculty whose sabbatical leave applications have met the above purpose.

Ranking of sabbatical leave applicants will be done only when the amount of funds available for sabbatical leaves is not sufficient to send every approved applicant. The ranking system that will be used is attached.

PROPOSAL EVALUATION PROCESS: Your sabbatical leave proposal will be judged by a committee of your colleagues; therefore, it is imperative that it be as complete and clear as possible. Please state as specifically as possible what you are going to do on your sabbatical, how you are going to do it, and what the benefit will be to you.

SALARY ON SABBATICAL:

A. I elect two equal installments following my return _____

B. I will furnish bond in order to receive pay while on leave _____

Upon completion of the leave and within sixty days, a written report must be submitted to the President for transmittal to the Chancellor and the Board of Trustees.

As a condition of being granted a sabbatical leave, I agree to render a portion of service to the Coast Community College District equal to twice the period of the leave.

(DATE)

(SIGNATURE)

Guideline for Choosing Sabbatical Leave Options Fall 2012 Applications

ONE-SEMESTER LEAVE

Choose **ONE** of the following:

Fall 2013

OR

Spring 2014

FULL-YEAR LEAVE

Choose **BOTH** of the following:

Fall 2013

AND

Spring 2014

SPLIT-YEAR LEAVE

Choose **ONE** of the following:

Fall 2013

OR

Spring 2014

AND Choose **ONE** of the following:

Fall 2014

Spring 2015

Fall 2015

Spring 2016

DISTRICT SABBATICAL LEAVE COMMITTEE SABBATICAL LEAVE RANKING PROCEDURE

The campus sabbatical leave committee shall publish its ranking system based upon criteria listed below:

- I. Increased competence (20 points possible).
Applicant must meet at least 2 areas to receive 20 points:
 - Language/verbal skills
 - Practical, hands-on experience
 - Computational/statistical
 - Sensory perception
 - Other factors as identified by the applicant

- II. Redirection and/or improvement of instructional services (20 points possible).
Applicant must meet at least 2 areas to receive 20 points:
 - Language/verbal skills
 - Practical, hands-on experience
 - Computational/statistical
 - Sensory perception
 - Other factors as identified by the applicant

- III. Exceptional opportunity (10 points possible).
All disciplines shall be considered equal for the purpose of ranking.
Anticipated specific experiences should be noted.

- IV. Length of Service (20 points possible).
To be awarded on a sliding scale based on length of service based on seniority
 1. Applicants are to be ranked according to the length of service time they were first hired as full-time faculty or by the length of time since their last sabbatical leave, whichever is the most recent. Those with the longest length of service time are to be given rank over those with less time until all applicants are ranked in a descending order, beginning with the most service time and ending with the least.
 2. The “starting date” is to be defined as the official date of hire, as supplied by the District Personnel Office. “Time since previous sabbatical” is counted as beginning with the semester in which the faculty member returned to his/her teaching position from his/her sabbatical leave. Time occurring between split sabbatical leaves is counted as service time and added to the total length of time since the return from sabbatical and the most recent application being considered.
 3. In the event two or more faculty members have the same total length of service time (which may result from the same starting dates or same sabbatical dates or a combination of these), they are to be ranked by lots drawn in their presence as well as that of the college president (or his representative), the president of the Academic Senate, and the chairperson of the College Sabbatical Leave Committee.
 4. Length of service points will be awarded in descending order, e.g., the applicant with the most length of service will be awarded the most possible points and so on down the scale.

DISTRICT SABBATICAL LEAVE COMMITTEE APPEALS PROCEDURE

Should ranking become necessary, each applicant will receive a copy of his/her ranking sheet(s) providing applicant with his/her score on each criteria and his/her place in rank. A roster of ranking will be available in the Academic Senate Office.

1. If sabbatical leaves are ranked because the amount of money is not sufficient to send every approved applicant on leave and an applicant desires to appeal his/her ranking, and/or an applicant claims a violation of procedures, the appeals process is as follows:
 - a. **Informal Level:** A complaint may, but need not, result in a formal appeal. Before proceeding with a formal appeal, the Faculty Member shall attempt to resolve the complaint by an informal conference with the Chairman of the College Sabbatical Leave Committee. The Chairman shall explain the process used in arriving at the rating of the proposal submitted by the appellant. The Faculty Member, who has asked for the conference, and the Chairman may each have another faculty member present.
 - b. **Formal Level:** Any complaint that is not resolved at the informal level, as provided in Section 1a may be pursued through a formal appeal process in accordance with the following procedures:

Level 1: The appellant shall inform the Chairman of the College Sabbatical Leave Committee in writing within ten (10) working days after the informal meeting that he/she wishes to proceed with a formal appeal and the nature of the appeal. The Chairman will convene the appeal committee within five (5) working days after the request is received. The Chairman will chair the appeal committee and serve as a non-voting member. The appeal committee shall consist of four (4) voting members as follows: a faculty member chosen by the appellant, the President of the Academic Senate or his/her designee, and two members of the College Sabbatical Leave Committee; one who ranked the appellant's proposal for merit. (In the event several persons gave the proposal identical high or low rankings for merit or all persons gave the proposal the same rankings for merit, the Chairman of the College Sabbatical Leave Committee shall select the two members to serve from the appropriate group(s).)

The appeal committee may elect to take one of the following actions: (1) Conclude with the College Sabbatical Leave Committee's recommendation, (2) Reconsider application by reviewing application for purpose of computing new ranking score, and (3) Make a specific recommendation to remedy violation of procedure.

NOTE: An appeal that results in a proposal being evaluated at a higher score and if the new score is higher than the score of any faculty member who has been granted a sabbatical, the proposal will be forwarded to the President with the recommendation for funding. If the proposal cannot be funded, that proposal will be given first priority for next year. If several appeals qualify because the appeals committee grants them higher scores and the proposals cannot be funded, the proposals shall be given rank order on their new scores and that order shall have precedent over new or resubmitted proposals for the next year. Under no circumstance will an appeal on merit replace a funded sabbatical leave.

ARTICLE XVI. SABBATICAL LEAVES.

Section 1. Purpose. Faculty Members will be encouraged to pursue professional growth leading to the development of increased competence and the improvement of instruction and/or redirection in their teaching discipline. The District's sabbatical leave program is designed to assist in this pursuit.

Section 2. Eligibility and Procedures.

(a) A Regular Faculty Member is eligible to apply for a sabbatical leave to take effect upon completion of no less than six (6) consecutive years of service with the District as provided in the Education Code Section 87768. The Faculty Member granted a sabbatical leave will again be eligible to apply for a sabbatical leave to take effect upon completion of no less than six (6) consecutive years of service, to include intervening semesters in a one

(1) year split sabbatical leave, following completion of the Faculty Member's prior sabbatical leave.

(b) Sabbatical leaves shall be granted in accordance with the procedures as shown in Appendix D.

Section 3. Funding. Starting with the 2008-2009 academic year the District agrees to budget the sum of \$210,000.00, each year, to be used for sabbatical leaves. Beginning in 2009-2010 and each year thereafter, the funding amount for the prior year will be increased by the percentage salary increase provided to the Faculty [each year]. The annual budgeted amount will be distributed proportionately among the Colleges based on the

F.T.E. of full-time Faculty Members covered by this Agreement. Each College will be guaranteed at least one sabbatical leave paid by these funds. The annual budgeted amount will be used to augment any salary dollars which can be saved through self-funding. Any unused sabbatical funds shall be carried over to the next year to augment the funding for sabbatical leaves. An annual sabbatical account report prepared by each college showing all costs plus new and carry over balances will be provided to each Professional Development Institute/Institute for Professional Development (PDI/IPD) college committee by September 1.

Section 4. Length of Leave. A sabbatical leave may be granted for one semester only; two consecutive semesters; or two separate semesters to be commenced and completed within a three-year period. The service intervening between the two portions of leave taken shall be counted as service toward later sabbatical leave eligibility and shall begin with the beginning of the semester only. For purposes of this Article, when a Faculty Member's contract exceeds 175 days, a "semester" shall be defined as one-half the number of days composing the Faculty Member's contract, not to exceed 18 weeks conforming to the adopted 18-week Academic Calendar.

Section 5. Compensation.

(a) A Faculty Member granted a sabbatical leave for an academic year shall receive sixty percent (60%) of the Faculty Member's salary for that year. A Faculty Member awarded a sabbatical leave for one semester shall receive full salary for that semester. The District shall continue to provide insurance benefits during the period of the sabbatical leave. Time on sabbatical leave shall be treated as working time for salary step placement and retirement contributions shall be continued as provided by law.

(b) Compensation for the sabbatical leave shall be paid upon return of the Faculty Member (in accordance with Education Code provisions) unless the Faculty Member furnishes a suitable bond indemnifying the District against loss in the event the Faculty Member fails to render the agreed upon period of service to the District following return from the leave. The Faculty Member will be reimbursed the cost of the bond upon fulfilling the service requirement.

Section 6. Accident or Illness. Interruption of the sabbatical leave because of serious accident or illness will not be considered failure to fulfill the conditions under which the leave is granted. In the event of serious accident or illness, the Faculty Member will continue to receive compensation as provided in Article XIV.

Section 7. Selection Procedures.

(a) Eligible Faculty Members who desire a sabbatical leave must submit their applications to the designated sabbatical leave committee of their respective Colleges. Such sabbatical leave committees shall operate under the rules and procedures as shown in Appendix D. All applications shall be reviewed

on the basis of purpose as set out in Section 1.

(b) The College Sabbatical Leave Committee shall forward to the College President a list containing the names of those Faculty Members whose sabbatical leave applications have been reviewed indicating those approved for recommendation. Upon request from the College President, a ranking of all sabbatical applicants by score will be provided.

(c) The College President, or designee, shall review the recommendations of the College Sabbatical Leave Committee. In the event of a disagreement, the College President, or designee, will confer with the chairperson of the College Sabbatical Leave Committee before making a final decision.

(d) The College President will forward to the Vice Chancellor for Human Resources the names of all those persons to be recommended to the Board. The College President, or designee, will have carefully evaluated the costs involved and will recommend the largest possible number of faculty within the dollar limitation, as indicated by the proportional share of the sabbatical leave monies to be received by the College.

(e) The Vice Chancellor for Human Resources, or designee, will make final recommendations to the Board in ample time for the Board to consider the recommendations in the month of January for sabbaticals in the following academic year. Faculty will be notified pursuant to Appendix D.

(f) Appeals Procedure. If a Faculty Member desires to appeal his/her ranking, and/or claim a violation of procedures, he/she will follow the Appeals Procedure outlined in Appendix D.

Section 8. Amendments to Sabbatical Leave Procedures

(a) A District Sabbatical Leave Procedures Committee shall be constituted of three (3) Regular Faculty Members (one from each College) representing the Federation and one (1) representative from management at each College. None of these members shall serve concurrently on a College Sabbatical Leave Committee and on the District Sabbatical Leave Procedures Committee. The President of the Federation, or designee, and the designated District Administrator shall serve as co-chairpersons with no voting rights. The committee shall address recommendations pertaining to Appendix D amendments which include the distribution of information to the faculty, the determination of filing dates, the content and form of the applications, the College appeals procedure, the development of criteria for establishing that the sabbatical applications meet the purpose of Section 1, and the criteria for ranking said sabbaticals, if ranking is necessary.

(b) Amendments to procedures may be proposed by any two (2) College Sabbatical Leave Committees, the Federation, or the District. The Sabbatical Leave Procedures Committee shall review such proposals and forward its recommendations or changes to the District and the Federation. Amendments shall be subject to negotiations between the Federation and the District. Such recommendations shall be made no later than May 1st of any academic year. Any recommended changes which are adopted by the District and the Federation shall be published and implemented at the beginning of the next academic year.

Section 9. Subsequent Service. A Faculty Member, as a condition of being granted a sabbatical leave, shall agree in writing to render a portion of service equal to twice the period of the leave; this service to be served continuously and immediately upon completion of the sabbatical leave. If the sabbatical leave is a split sabbatical, the Faculty Member will be required to render service to the District each semester between the end of the first portion of the sabbatical leave and the beginning of the second portion.

Section 10. Reports. In accordance with the timeline in Appendix D, after the conclusion of the Faculty Member's sabbatical leave, the Faculty Member shall submit a written report describing how the sabbatical experience met the goals of the approved proposal to the Sabbatical Leave Committee. After review of the report the Committee Chair will forward the report to the President of the College for submission to the Chancellor and the Board.

Section 11. Faculty Working While on Sabbatical. Following the same procedures outlined in Article XII, Section 12, faculty members who request and are assigned may work up to a maximum of six and eight tenths (6.8) overload units per semester.

FORMAT FOR PREPARING A SABBATICAL LEAVE PROPOSAL

This format is only a suggestion; there is no “required form” for your Sabbatical Leave Proposal. If ranking becomes necessary, the proposal will be judged using the “Sabbatical Leave Ranking Procedure” developed by the District Sabbatical Leave Committee. The Golden West College Sabbatical Leave Subcommittee will find your proposal easier to read if it is written specifically to those guidelines.

1. You may wish to begin with an introduction briefly describing yourself (teaching assignment, etc.), the dates you would like to be gone, and an overview of your proposed project. Keep in mind that the proposal will be read by board members and subcommittee members that may not know you or be familiar with your teaching assignment.
2. In the project overview, describe the activities you will be taking part in while on leave. For example,
 - a. If requesting a study sabbatical, state the object of the study, where you intend to pursue the study, and some description of the course content. (Remember, your readers are probably not from your discipline.)
 - b. If requesting a work experience sabbatical, state the firm or school at which you intend to undertake the work experience and indicate the nature of the work.
 - c. If requesting a travel sabbatical, state the object of your travel, and list your proposed itinerary.
 - d. If requesting a project/research sabbatical state the nature of the project or research and the expected results or end products such as bibliographies, audio-visual materials, learning packages, etc.
3. For the bulk of the proposal, address each area of ranking separately: I. Increased competence. II. Redirection and/or improvement of instructional services. III. Exceptional opportunity. In many cases, these concepts may overlap and you might have to repeat statements. However, it is better to be repetitive and ensure that the subcommittee does not miss the significance of a portion of your proposal **AS IT RELATES TO THE RANKING CRITERIA**. The order in which these sections are discussed is not important so long as each section is present. You need not address the “length of service” section of your proposal unless you so wish; the points for this section will be calculated on information received from the district.
4. A brief summary statement at the end of your proposal (even a sentence or two) would help bring the document to closure.
5. When you have completed your proposal, have someone else proofread it for you. Nothing puts off your readers like poor spelling, bad grammar, poor construction, etc. This should be your best writing effort, not something that is thrown together hurriedly.
6. Should you desire help in writing your proposal, successful proposals from former years are on file at the Reserve Desk in the Library. There is also a videotape explaining the sabbatical application process available in the Library/Media Center. The current ranking criteria have only been used since the 1984-85 academic year, however, so view the more recent efforts.
7. Submit **six copies** of your sabbatical leave proposal **attached to sabbatical leave application form** to the Academic Senate/IPD Office by required deadline date.

Good luck with your proposal.

FORMAT FOR PREPARING A SABBATICAL LEAVE REPORT

This format is only a suggestion, there is no “required form” for your sabbatical leave report. The report is due after you return to duty from your leave as stated in the District Sabbatical Leave Application. Sample reports are on file at the Reserve Desk in the Library.

1. Begin your report by citing from your original sabbatical leave proposal what the objectives were for your going on leave. Remember that the board members who are reading your report do not have your original proposal at hand as they are reading your report.
2. Tell your readers what you did to meet your objectives and how successful you were. Be as specific as you can in showing the relationship between the objectives and the outcomes.
3. In a paragraph or two tell how the things you did and what you learned are now being used in your classroom and how it may even be of benefit to other teachers. This is the critical part of the report. The board wants to feel that the money invested in sabbatical leaves really does make a difference and that it improves classroom instruction. We can't make this point too strongly or too often.
4. End your report with a short thank you statement to the board for the privilege they have extended you of going on a sabbatical.
5. When you have completed your report, have someone else proofread it for you. Keep in mind that you are writing for the Board of Trustees. This should be your best writing effort.
6. Your completed report should be duplicated in three copies and turned in at the Academic Senate/IPD Office. They will see that it gets to the President, the Board, and the Staff Development website.

**Golden West College
Institute for Professional Development**

POLICY FOR SABBATICAL POSTPONEMENTS

For as long as it is impossible to carryover sabbatical funds from year to year, the following policy for sabbatical postponements will be in effect.

A faculty member wishing to postpone a previously granted sabbatical must submit a request in writing to the sabbatical committee. Upon receipt of such a request, the committee shall proceed as follows:

1. If the new date requested for the postponement is within the same fiscal year, the sabbatical committee may grant the request and forward its recommendation to the President without additional consequence.
2. If the postponement will carry the sabbatical into a subsequent fiscal year, the Sabbatical Leave Subcommittee will inform the faculty member that he or she will have to compete again with the pool of applicants for the new fiscal year. Moreover, if the Sabbatical Leave Subcommittee is informed in a timely fashion, it will make every attempt to grant the sabbatical to another faculty member whose sabbatical request had been approved but left unfunded. This action will ensure that funds dedicated for sabbaticals will be used for that purpose and it should also be advantageous to the postponing faculty member by reducing the potential pool of applicants in the subsequent year. In any case, the Subcommittee should inform the President of its action. (IPD approved policy 5/4/93)