



# Institute for Professional Development (IPD)

## 2024 — 2025 SABBATICAL LEAVE

### APPLICATION PACKET

#### Table of Contents

|  |           |
|--|-----------|
| <b>Sabbatical Leave Information</b> .....                            | <b>2</b>  |
| Purpose  |           |
| Eligibility  |           |
| Dates to Remember/Timeline   |           |
| Funding  |           |
| Application Process  |           |
| Proposal Evaluation Process  |           |
| Sabbatical Report  |           |
| Appeals  |           |
| <b>Intent to File Form</b> .....                                     | <b>4</b>  |
| <b>Application – Sabbatical Leave</b> .....                          | <b>5</b>  |
| <b>Guidelines for preparing your Sabbatical Leave Proposal</b> ..... | <b>6</b>  |
| <b>Sabbatical Leave Ranking Procedure</b> .....                      | <b>7</b>  |
| <b>Format for preparing a Sabbatical Report</b> .....                | <b>9</b>  |
| <b>Article XXI – CFE/AFT CCCD Contract – Sabbatical Leave</b> .....  | <b>10</b> |
| <b>IPD Policy for Sabbatical Postponements</b> .....                 | <b>12</b> |
| <b>Appeals procedure</b> .....                                       | <b>13</b> |



## SABBATICAL LEAVE: Full-time Faculty

In accordance with Article XXI, section 21.3.d Sabbatical Leave of the [CFE/AFT CCCD Contract](#)

The IPD Committee supports and values the sabbatical leave as an opportunity for professional growth. Sabbatical leaves bring new ideas, innovations, and creativity to our students' educational experiences and reflects GWC's commitment to excellence. The IPD Sabbatical Leave Subcommittee supports your success and asks that you carefully follow the directions in this Sabbatical Leave packet. The IPD is committed to helping all applicants in this process. If you have any questions or would like further assistance, please contact the IPD office. Additionally, you may also schedule an appointment with the IPD Chair. To facilitate your goal to create a successful Sabbatical Proposal we have sample proposals available to review on the [IPD SharePoint](#). If you have any questions, please email the IPD Chair at [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu) or call 714/895-8175.

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### 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.

### ELIGIBILITY

A regular (full-time) faculty member may apply for a sabbatical leave after six years of consecutive years of service with the District. It is recommended that you review Article XXI, section 21.3.d of the CFE/AFT CCCD Contract prior to proceeding with the application process to determine eligibility and benefits.

### DATES TO REMEMBER — [Sabbatical Leave Timeline](#)

Faculty members who wish to apply for a sabbatical leave must submit all paperwork as per the deadlines outlined in the contract.

### FUNDING

Your chances of being awarded sabbatical leave are dependent on the availability of funds for sabbatical leaves that year and the ranking position you hold. **Full-year and split-year sabbaticals pay you 60% of your salary** and are more likely to be granted (rather than a single semester sabbatical) because your course load can be covered by a part-time faculty member and is less costly to the district. **A faculty member awarded a sabbatical leave for one semester, or two half-semester shall receive full salary for that semester or semesters;** this costs the district more. Often, several full and split-year sabbaticals are granted, but there is no guarantee that all requests can be accommodated; ultimately, ranking numbers determine the acceptance order.

### APPLICATION PROCESS — 2024-2025 SABBATICAL LEAVE

#### **Step 1: Submit an Intent to File for Sabbatical Leave form.** [<fillable PDF form>](#)

Form must be submitted to the IPD office one year prior to the academic year you wish to take sabbatical leave. Due by the Friday of the 2<sup>nd</sup> week of the Fall semester.

#### **Step 2: Submit a Sabbatical Leave Application [<fillable PDF form>](#) and Proposal.**

The Sabbatical Leave application and proposal are due to the IPD office by the Friday of the 3<sup>rd</sup> week of the Fall semester. **Seven (7) copies\* of your sabbatical leave proposal attached to the application form** are to be turned into the Academic Senate/IPD office located in the LRC Annex. You may choose to submit your application and proposal electronically by email to [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu), however, you will be responsible for delivering the additional seven (7) hard copies of the proposal to the IPD office

the following Monday of the deadline date. For in person submission, be sure to get your proposal date stamped by the Academic Senate/IPD office before or on the deadline date. (\* If the campus remains closed due to the COVID-19 stay-at-home order, applications may be submitted by email to [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu). For emailed submissions, the IPD office will provide a confirmation receipt of your application. If you do not receive confirmation, it is your responsibility to follow up with the IPD office.)

## PROPOSAL EVALUATION PROCESS

The IPD Sabbatical Leave Subcommittee will conduct an evaluation/ranking of the sabbatical leave proposals and submit them to the college President. A conference will be coordinated with the college President, IPD Chair, and the applicant for further discussion. The college President will forward his recommended sabbaticals to the Board of Trustees. Sabbatical Leave Subcommittee shall notify successful candidates by the end of the first week of the Spring semester.

## SABBATICAL REPORT

Upon completion of your sabbatical leave, and within 60 calendar days of your return to duty, a written report must be submitted to the IPD office detailing the project and its outcomes; copies will be provided to the IPD Chair, college President, and the GWC Institute for Professional Development (IPD). A physical copy will be housed in the library (Public Service desk) and on the [IPD SharePoint](#).

**Academic Senate Presentation:** The Academic Senate office will contact you to schedule a time for you to present a brief report on your sabbatical leave to the Academic Senate. You will be given five minutes for your presentation and five additional minutes for Q&A.

## APPEALS

Appeals on any action must be filed within five (5) working days from the time Applicant received notice of action. Failure to meet deadlines is not appealable. Refer to appeals procedure on page 12 for details.

# INTENT TO FILE FOR SABBATICAL LEAVE FORM

Faculty members who wish to apply for a sabbatical leave to be effective during **2024-2025** must submit a completed hard copy\* of the **Intent to File for Sabbatical Leave** form to the IPD office by **4:00PM on Friday, September 9, 2022.**

\* If the campus remains closed due to the COVID-19 stay-at-home order, Intent to File form and Sabbatical Applications/Proposals may be submitted by email to [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu)

**NAME:** \_\_\_\_\_ **DISCIPLINE:** \_\_\_\_\_  
Please print

**I intend to file for sabbatical leave. Please send me an application packet.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Note to Applicant:** Please review Article XXI of the AFT/CCCD bargaining agreement prior to submitting this form in order to determine eligibility and benefits.

**RETURN THIS TOP PORTION TO THE IPD OFFICE (located in the LRC Annex)**

## SABBATICAL LEAVE APPLICATION TIMELINE/DEADLINES

(In accordance with the CFE/AFT CCCD Contract)

|                    |  |  |
|--------------------|--|--|
| September 9, 2022  | Intent to File due *   | End of 2 <sup>nd</sup> week of Fall Semester   |
| September 16, 2022 | Applications & Proposals due *   | End of 3 <sup>rd</sup> week of Fall Semester   |
| October 7, 2022    | Applications (proposals) requiring revision will be returned to applicant        | End of 6 <sup>th</sup> week of Fall Semester   |
| October 21, 2022   | Deadline for submission of revised applications                                  | End of 8 <sup>th</sup> week of Fall Semester   |
| November 2, 2022   | Acceptable sabbaticals sent to College President                                 |  |
| November 9, 2022   | If the President requires ranking, request is made of Sabbatical Leave Committee |  |
| November 18, 2022  | Ranking sent to the College President  |  |
| December 1, 2022   | President sends sabbaticals to the District                                      |  |
| January 2023       | Board of Trustees approves sabbaticals   |  |
| February 3, 2023   | Sabbatical Leave Committee shall notify successful candidates                    | End of 1 <sup>st</sup> Week of Spring Semester |

**Note to Applicant:** Please review Article XVI of the CFE/AFT 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.

# APPLICATION - SABBATICAL LEAVE 2024-2025

<Access a fillable PDF application [HERE](#)>

Submit a copy of your sabbatical leave proposal along with the application form and submit both to the Chairperson of the Sabbatical Leave Committee either electronically or by hard copy.

Attach a **printed copy** of your sabbatical leave proposal to this application form and submit with (6) *additional* copies of your proposal (7 copies total required) to the Academic Senate/IPD office on or before the deadline date. (\* If the campus remains closed due to the COVID-19 stay-at-home order, applications may be submitted by email to [GWCIPTD@gwc.cccd.edu](mailto:GWCIPTD@gwc.cccd.edu) )

**NAME OF APPLICANT:** \_\_\_\_\_

**PROPOSED DATES OF SABBATICAL LEAVE:** \_\_\_\_\_

**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. Each 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 Sabbatical Leave Committee shall forward to the College President a list containing all of those faculty members 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. See page 50 for Ranking Procedures.

**PROPOSAL EVALUATION PROCESS:** A committee of your colleagues will evaluate your sabbatical leave proposal; 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 (Select One):**

- I elect two equal installments following my return from sabbatical.
- I will furnish a bond in order to receive pay while on leave.

**BOND:** For Fall sabbaticals, employees will be notified in March. For Spring sabbaticals, employees will be notified in October. Notifications will include the details regarding the bond. If employees don't receive notifications in March/October or for any related questions, please contact District HR (Kyla Bentley).

**LENGTH/SEMESTER(S) OF LEAVE FOR SABBATICAL:**

- One full semester=** Select:  Fall 2024 **or**  Spring 2025
- Two half-semesters, split over one continuing year =** select from the following options for each Fall and Spring  
Fall 2024 =  1<sup>st</sup> 8-weeks **or**  2<sup>nd</sup> 8-weeks **\*\* AND \*\*** Spring 2025  1<sup>st</sup> 8-weeks **or**  2<sup>nd</sup> 8-weeks
- Two full semesters taken over the course of one continuing year=**  Fall 2024 AND Spring 2025
- Two full semesters, split over the course of three years =**  
Select either  Fall 2024 **or**  Spring 2025 **\*\* AND \*\*...**  
**also select ONE from the following=**  Fall 2025  Spring 2026  Fall 2026  Spring 2027

Please indicate specifically and in writing on the line below, which semester(s) you are requesting for your sabbatical leave:

Upon completion of the leave and within sixty (60) calendar days after return to duty, a written report must be submitted to the College President for transmittal to the Chancellor and the Board of Trustees. I understand if I do not submit a report, I will forfeit my bond, and my timeline clock for a new sabbatical will not be started until the sabbatical report is submitted. 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.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**DUE BY END OF THIRD (3RD) WEEK OF THE FALL SEMESTER**

# GUIDELINES FOR PREPARING YOUR 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” (refer to next page) developed by the District Sabbatical Leave Committee. The GWC 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. Please include specific organizations and to whom you will be speaking. This may include organizations, locations, contacts (name and their titles).
  - 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, it is recommended to use bullet points to address Items I – III.
  - 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.

# SABBATICAL LEAVE RANKING PROCEDURE

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. The IPD is available to assist you through the process and has prepared some additional guidelines (shaded in grey below) as a supplement to Article XXI, section 21.3.d of the CFE/AFT CCCD Contract language.

The Sabbatical Leave Committee shall publish its ranking system based upon these criteria:

There are a possible (70) points which can be awarded to each sabbatical leave proposal in accordance with the ranking system. **You should be aware of the following ranking criteria as you formulate and write your proposal.**

If questions arise at any time regarding the preparation of your proposal or the ranking procedure, please contact the IPD office at [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu). We would like the sabbatical process to be a rewarding and enriching experience and hope that the information contained herein will be valuable in this respect.

**Item I. INCREASED COMPETENCE:** Must meet at least two areas to receive a possible 20 points:

- Language/verbal skills
- Practical, hands-on experience
- Computational/statistical
- Sensory perception
- Other factors as identified by the applicant.

A proposal that adequately addresses the criteria in Item I will be awarded the full 20 points. Proposals that need alteration and/or amplification will be returned to the application for rewriting. If the revised proposal continues to not meet the criteria, then it will receive zero points and will be deemed unacceptable for sabbatical consideration. Refer below for additional guidelines in Item II.

**Item II. REDIRECTION AND/OR IMPROVEMENT OF INSTRUCTIONAL SERVICES:** Must meet at least two areas to receive 20 possible points:

- Language/verbal skills
- Practical, hands-on experience
- Computational/statistical
- Sensory perception
- Other factors as identified by the applicant.

A proposal that adequately addresses the criteria in Item II will be awarded the full 20 points. Proposals that need alteration and/or amplification will be returned to the application for rewriting. If the revised proposal continues to not meet the criteria, then it will receive zero points and will be deemed unacceptable for sabbatical consideration.

**It should be noted that for these two categories (Item I and Item II), it is "all or nothing."** You must earn all 40 points to move on in the process.

The Sabbatical Subcommittee may return the proposal to the application and recommend a revision. This will be done by the Friday of the 6<sup>th</sup> week of the Fall semester. Revised proposals are due to the IPD office the Friday of the 8<sup>th</sup> week of the Fall semester.

- It is anticipated that most proposals will receive 40 points on their first reading and that further rewriting will be unnecessary.
- If the Sabbatical Leave Subcommittee finds any of the criteria are not met, the proposal will receive zero points in these two areas and will be deemed unacceptable for sabbatical consideration.

### Item III. EXCEPTIONAL OPPORTUNITY: (10 points possible)

- All disciplines shall be considered equal for the purpose of ranking. Anticipated specific experiences should be noted.

Awarded a possible 0 – 10 points. These points are granted based on the unique opportunity you are proposing, its intrinsic value to your professional growth in your specific discipline, the potential value it brings to the educational enhancement of students and the college, and its timely nature (why it is significant and important now). Anticipated specific experiences should be noted. Why is this opportunity special? Points will be based on the following criteria:

- The project will take advantage of an awarded grant or fellowship opportunity.
- The applicant will participate in or 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 (20 points possible):

Counts for up to 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 awarded the full 20 points, and all others will receive a proportional number of points based upon a prorated scale.

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 since 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 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 her/his 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, 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/her representative), the President of the Academic Senate, and the Chair of the 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.



# FORMAT FOR PREPARING A SABBATICAL REPORT

Sample sabbatical reports can be found on the [IPD SharePoint](#)

Upon completion of the leave and within sixty (60) calendar days after return to duty, a written report must be submitted to the IPD office and copies will be provided to the IPD Chair, College President, Board of Trustees, and the GWC Library for reference.

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.

1. Begin your report by citing from your original sabbatical leave proposal describing how the sabbatical experience met the objectives of your approved proposal. 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 or professional assignment 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 instruction.
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 in the form of three hard copies along with a digital copy and turned in at the Academic Senate/IPD office located in the LRC Annex. Email: [GWCIPD@gwc.cccd.edu](mailto:GWCIPD@gwc.cccd.edu) . Copies will be forwarded to the IPD Chair, College President, the Board of Trustees, and the GWC Library for reference.
7. The Academic Senate office will contact you to schedule a time to present a brief report on your sabbatical to the Academic Senate. Five minutes is allotted for your presentation and five additional minutes for Q&A.

## Article XXI - CFE/AFT CCCD Contract

### Section 21.3.d. Sabbatical Leaves

- (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.
- (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 C.
- (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.
- (4) Length of Leave. A sabbatical leave may be granted for one semester only; two half 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.
- (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 or two half-semester shall receive full salary for that semester or semesters. 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.

(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.

(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 C. 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 C. (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 C.

(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 C 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 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.

- (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.
- (10) Reports. In accordance with the timeline in Appendix C, 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. If a report is not submitted within sixty (60) calendar days after returning to duty, a notice shall be sent to the faculty member and the Federation by the College President or designee indicating that if the report is not submitted within fourteen (14) calendar days, it will be deemed a failure to complete a service requirement of the sabbatical and the employee's bond will be forfeited and the employee's timeline clock for a new sabbatical will not be started until the sabbatical report is submitted.
- (11) Faculty Working While on Sabbatical. Following the same procedures outlined in Article 12.13.c faculty members who request and are assigned may work up to a maximum of six and eight tenths. (6.8) overload units per semester. Faculty who are on half-semester sabbaticals may not teach overload other than what is required to meet load.

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**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.

Article XXI - CFE/AFT CCCD Contract  
**APPENDIX C - COLLEGE 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 is available from the Academic Senate office. 1. If sabbatical leaves are ranked because the amount of money available 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 Chair of the Sabbatical Leave Committee. The Chair 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 Chair, may each have another faculty member present.

**b. Formal Level:** Any complaint that is not resolved at the informal level may be pursued through a formal appeal process in accordance with the following procedures:

**Level 1**

The appellant shall inform the Chair of the Sabbatical Leave Committee in writing 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 chairperson will convene the Appeals Committee within five (5) working days after the request is received. The chairperson 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 chairperson of the Academic Senate or his/her designee, and two (2) members of the College Sabbatical Leave Committee--one who ranked the appellant's proposal the lowest 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 chairperson of the College Sabbatical Leave Committee shall select the two (2) members to serve from the appropriate group(s).) The appeal committee may elect to take one of the following actions: (1) agree with College Sabbatical Leave Committee's recommendation; (2) reconsider application by reviewing application for the purpose of computing new ranking score; and (3) make a specific recommendation to remedy violation of procedure.

**NOTE:** If 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 College President with the recommendation for funding. If the proposal cannot be funded, that proposal will be given first priority for the 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 precedence over new or resubmitted proposals for the next year. Under no circumstances will an appeal on merit replace a funded sabbatical leave.