

SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT
San Jose City College/Evergreen Valley College

Office of Human Resources
Vice Chancellor, Human Resources

40 S. Market Street
San Jose, CA 95113
Phone: 408-270-6404

SABBATICAL LEAVE APPLICATION COVERSHEET*
REVIEW CONTRACT ARTICLE 14

Name: _____

Department: _____ **College:** _____

Semester or Year for Sabbatical Leave: _____

DEADLINE: RECEIPT BY HUMAN RESOURCES NO LATER THAN
5:00 P.M., NOVEMBER 1

(If November 1 falls on a weekend, the deadline is extended to the next school day.)
Submit to the Office of Human Resources

The functions of the Professional Recognition Committee (PRC) are to assist sabbatical applicants to prepare an application that follows the required format and to facilitate the PRC's recommendation to the Chancellor and Board of Trustees. Applicants are encouraged to meet with the PRC or to contact individual PRC members during preparation of the application. After PRC members have had an opportunity to read the applications, each applicant will be invited to a PRC meeting for the purpose of reviewing the application for mutual understanding and clarification.

The attached Abstract and Plan constitutes my Sabbatical application.

Signature _____
Date

Received by: (Please sign)	<u>Date</u>	<u>Time</u>
Dean: _____	_____	_____
President: _____	_____	_____
Human Resources: _____	_____	_____
<u>Action</u>		<u>Date</u>
PRC _____	_____	_____
Chancellor _____	_____	_____
Board of Trustees _____	_____	_____

*Remove and staple this sheet to Sabbatical Plan.

SABBATICAL APPLICATION FORMAT

The Sabbatical application must contain an Abstract with four topic headings (explained in Part I) and a Sabbatical Plan with seven topic headings (explained in Part II).

Part I. Abstract: Sabbatical Abstracts are sent to the Board of Trustees for approval. Applicants must prepare a written, abstract addressing their overall plan for a sabbatical. The Abstract must be presented in a professional format, style, and content. The Abstract may not exceed two pages. Applicants should be clear, concise, and avoid generalities. Applicants should use the following list of topic headings in preparing the Abstract:

A. Need for Sabbatical Growth

Describe how the sabbatical will lead to professional growth, the nature of the professional growth, and how the professional growth will enhance current strengths and/or address weaknesses and improve the ability to serve students.

B. Sabbatical Activities

Describe the planned sabbatical activities and how the activities will be carried out.

C. Anticipated Outcomes

Describe the expected benefits the sabbatical will have on students, instructors, and the District.

D. Means of Measurement

Specify the documentation necessary to show that the sabbatical activities have been successfully completed. Means to measure completion must be stated explicitly.

Part II. Sabbatical Plan Applicants should start a new page and use these specific topic headings in their plan:

A. Description of Overall Proposal

Define the project clearly. Explain the intent of the project, state how the project relates to your assignment, indicate how the project correlates with the goals of the District/College, and substantiate the need for a one-or two-semester leave.

B. Objectives

1. Number the objectives.
2. Draft objectives clearly so the completion of each objective can be documented.
3. Relate the objectives to your assignment and the goals of the District/College.

C. Evidence of Completion

This section is critically important and should be carefully thought out.

The sabbatical is a contract, and in this section the applicant is indicating how he/she will provide documentation of completion of the objectives.

The applicant should be as specific as possible and avoid generalities. If the sabbatical consists of taking certain courses at an accredited college, then transcripts of grades are usually sufficient. Documentation of creative projects and/or travel may be more complex; however, the PRC encourages such proposals.

D. Relationship to Current Assignment and Improvement of Student Learning

Indicate how the project will foster significant professional/personal growth. Specify the anticipated improvements to student learning. Document any District, College, or academic discipline support for the project and its implementation.

E. Calendar

1. Provide sufficient detail to justify the sabbatical time requested.
2. Indicate any preplanning activities, such as completion of a course that is a prerequisite to a sabbatical course, admission approval, travel arrangements, etc.
3. Give details when each segment of the activities will take place.
4. Include when reports are due to the PRC.

F. Funding

If funding other than sabbatical rate salary is required, indicate the source of such funds (e.g., Grants, District) and any agreements made.

G. Need for Sabbatical

Explain why the activities of the sabbatical cannot be accomplished during the regular assignment.

IMPORTANT INFORMATION

Review Article 14 for all sabbatical requirements.

Eligibility--Apply in the sixth year of consecutive full-time service for the next year. Leaves of absence granted by the Board of Trustees shall not be deemed a break in service

Compensation—(1) One year with a grant of equal to 100% of the basic annual salary or (1) semester with a grant equal to 100% of one half year's salary. Faculty on sabbatical may cash out banked leave for up to 40% overload pay per Article 15.4.4.

Process and Approval—Application shall be submitted to the dean for comments and then routed as follows: → College President → Human Resources → Professional Recognition Committee → Chancellor → Board of Trustees.

Service Obligation--Recipients of sabbatical leaves shall contract to serve the District for twice the period of leave in full time service.

Sabbatical Documentation--

- *Interim Reports*--Midpoint of each semester.
- *Final Written Report*--Due by the end of the first returning semester. Reports sent to PRC.
- *Oral Report*--Presented to college group during the first semester back from sabbatical.