



## ADMINISTRATIVE PROCEDURE

---

---

**TITLE: SABBATICAL LEAVE**

**ADMINISTRATIVE PROCEDURE # 7341**

**RELATED TO POLICY # 7341 SABBATICAL LEAVE** (previously 318.09)

---

---

### **A. Requirement for Sabbatical**

1. An applicant for a sabbatical leave must be a full-time faculty member on a contractual basis for not less than six (6) consecutive years preceding the beginning date of the sabbatical.
2. After completing a sabbatical leave, a full-time faculty member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years. A leave for family and medical reasons as described by FMLA/OFLA (whether or not the faculty member claims FMLA/OFLA benefits), military service, or professional improvement, while not constituting a break in continuity of service, will not count toward the six (6) years required for sabbatical eligibility.

### **B. Conditions of Sabbatical Leave**

1. Sabbatical leave is not granted as a reward for work already performed but rather as a means of preparing for improved service to the College.
2. A sabbatical leave is intended to be a transformative professional experience that allows a faculty member to return to the College with renewed scholarly energy. The sabbatical leave is designed for projects and activities which the faculty cannot accomplish during contracted time. A paid sabbatical generally means an off-campus experience.
3. Sabbatical leave is granted to engage faculty in study, research, travel, work experience, creative activity, or other suitable professional experience, while also contributing to the College as a whole. The following experiences will be considered in the selection of a sabbatical leave candidate.

- a. Enrollment in a recognized college, university, or on-the-job training program that enhances a faculty member's expertise and/or teaching effectiveness.
  - b. Engagement in scholarly research and writing related to the faculty member's discipline, area of expertise, and/or content teaching methodologies.
  - c. Participation in discipline-specific travel that enhances work as a faculty member. Note: Travel will be approved only if the proposed plan submitted includes a plan of study in connection with the travel, including a detailed itinerary and a program with a statement of objectives of the plan. Special consideration will be given to those applicants who have a continued record of self-improvement undertaken at their own initiative and expense.
    - i. Expenses for approved sabbatical-related travel are not automatically covered/reimbursed. A faculty member must apply for professional development funds for approved sabbatical-related travel. Such requests will be subject to the approval process used for all faculty professional development funds; a travel reimbursement award is not guaranteed.
  - d. Development of original creative work within the faculty member's discipline or area of specialization.
  - e. Other relevant activity that supports the candidate's teaching assignment or meets the instructional and College strategic priorities.
4. While on leave, the faculty member shall receive 100% of one term's salary. If circumstances warrant and funds are available, faculty may be awarded two or three terms of leave; however, awards of more than one term are rare. Note: The salary for a sabbatical is the same, regardless of the number of terms for which the sabbatical is taken; for example, a faculty member with an annual salary of \$60,000 will receive \$20,000 for a one-term sabbatical and \$40,000 for the two terms taught (\$60,000 total for the year); \$20,000 spread out over two terms for a two-term sabbatical and \$20,000 for the term taught (\$40,000 total for the year); or \$20,000 spread over three terms for a three-term sabbatical (\$20,000 for the year). Multi-term sabbaticals are typically supported through additional revenue from faculty-obtained grants or other sources.
5. The applicant must agree to inform the College of any other salaries, grants, fellowships, or other financial support the applicant expects to receive or

does receive while on sabbatical leave. Additional services performed for compensation during the sabbatical must be approved in advance by the Faculty Professional Development Committee and cannot be Umpqua Community College related. Additional compensation during a sabbatical leave that results in a salary that exceeds the faculty member's UCC annual salary is typically not acceptable and requires approval by the Chief Academic Officer.

6. Should the sabbatical involve advanced study, the period of the sabbatical leave shall conform to the academic calendar of Umpqua Community College and not the academic calendar of the institution where advanced study is being undertaken.
7. If the goals or activities of the leave are altered, or a postponement is required, the recipient shall notify the Faculty Professional Development Committee in writing immediately, and the Committee must approve all changes before the work continues. Each request will be reviewed, and the applicant will be notified in writing of the Committee's decision in a timely manner.
8. Once an individual is on sabbatical leave, there is to be no College involvement/participation unrelated to the sabbatical until the sabbatical expires.
9. Upon return from a sabbatical leave, the faculty member will submit a written report to the Chief Academic Officer and to the Board of Education and will share findings with the College community.
  - a. Written reports should, at a minimum, include:
    - i. An introduction that includes a summary of the purpose, goals, and objectives of the sabbatical project.
    - ii. A discussion of the methods and/or processes you used to complete the project; i.e., details of what occurred during the sabbatical, including any changes that had to be made from the original action plan in the proposal.
    - iii. A description of the results and/or outcomes of the sabbatical project, including any supporting documents, creative works, or products that are relevant to the outcomes.

- iv. A final reflection on the significance of this project to the discipline, to teaching, the Department, Division, and the College as a whole.
    - b. Reports deemed to be insufficient will be returned to the faculty member for revisions and re-submission. Final reports will be filed with the Office of the Chief Academic Officer and will be posted on the Faculty Professional Development website.
    - c. In addition to the required written reports, the faculty member will be encouraged to choose additional ways to share sabbatical findings and information gained. The faculty member may contact the Faculty Professional Development Committee, Department Chair, or Dean for assistance in arranging an extended department report or an academic colloquium.
10. Upon the completion of the sabbatical, the faculty member is required to return to Umpqua Community College for a period of one academic year.
11. Provisions shall be made so that the faculty member may repay the sabbatical salary in lieu of his/her return to Umpqua Community College.
12. In order to be eligible for a subsequent sabbatical leave award, the faculty member must have completed all requirements, including written reports, for all previous paid sabbatical leaves. Failure to do so will result in the ineligibility for future awards.
13. The applicant must agree to accept the conditions listed in these procedures.

### **C. Restrictions**

1. A paid sabbatical is not intended to be used for the writing or production of materials for classroom use (i.e., curriculum development).
2. A paid sabbatical cannot be for personal business interests outside of College employment.
3. A paid sabbatical cannot be used for immediate, direct, or indirect financial gain.
4. The total remuneration from the College and other sources shall not exceed 100% of the faculty member's contracted salary. Tuition, fee grants, and scholarships shall not be considered additional salary. Funding for the

faculty member's travel, relocation, or other extraordinary expenses associated with the sabbatical leave activities shall not be included in the limitation on remuneration nor shall the College be responsible for payment of these. Note: Faculty may apply separately to the Faculty Professional Development Committee for funds related to sabbatical-related travel expenses.

5. No faculty member on leave will teach for UCC during the paid sabbatical.

#### **D. Application Procedures**

1. The sabbatical leave application is to be submitted via email to the Faculty Professional Development Committee, department chair, Academic Dean, and Chief Academic Officer one full academic year prior to the request. Late applications will not be accepted.
2. All applications must be complete. The application must be typed/word processed, have all appropriate signatures, include all requested information, and have sufficient supporting documentation when required. Responses to questions in the application should be clear, detailed, and thorough.

#### **E. Review Process**

1. Following the receipt of applications, the Faculty Professional Development Committee shall review, evaluate, score, and rank the applications. The committee shall submit to each applicant in writing a statement of its recommendation.
2. The Faculty Professional Development forwards its written recommendations and rankings to the Chief Academic Officer for additional review.

The Chief Academic Officer will present a written summary of all applications, the Faculty Professional Development Committee's recommendations, and the Chief Academic Officer's recommendation to the Board of Education at the next regular meeting. The Board will make the final decision on all aspects of the application and the Board's decision will be final.

#### **RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

---

---

**NEXT REVIEW DATE:**  
**DATE OF ADOPTION: 1/22/2019 CC**

**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**