

# SABBATICAL Q & A

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Presented by Anh Nguyen Santamaria

# PURPOSE OF SABBATICAL

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Opportunity for professional development that has significant relevance to faculty member's specific assignment and/or provide retraining

Gives faculty member time to carry out approved projects or complete coursework that will benefit students, instructors, college and district

# ELIGIBILITY

- Full-time Faculty and Part-time Faculty who have POA are eligible for sabbatical after 6 consecutive years of satisfactory service
- Faculty who have completed a sabbatical are re-eligible for a sabbatical after completing an additional 6 consecutive years of satisfactory service
- If you have questions regarding eligibility, you can contact HR Compensation:  
[sdccdhrcomp@sdccd.edu](mailto:sdccdhrcomp@sdccd.edu) or call 619-388-6576

# WHERE CAN I FIND THE SABBATICAL APPLICATION?

- On the [Professional Advancement website](#) under Important Documents
- Linked here: [Sabbatical Application](#)
- Here's a QR Code:



# YOUR INFORMATION

## APPLICATION FOR SABBATICAL LEAVE

Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please DO NOT use Preview.)

Date

Name

ID#

College/Center Assignment

Please answer the following questions:

1. Have you ever taken a sabbatical leave? YES  NO  If so, when?

2. Have you ever taken any other kind of long-term leave? YES  NO  If so, when?

3. Have you been employed in this district for six (6) consecutive years? YES  NO

# SABBATICAL LEAVE OPTIONS

## Consult Your Campus Professional Advancement Committee for Specific Deadlines (See Part V of Leave Procedures)

Sabbatical leave options and amount of compensation requested in accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the San Diego Community College District.

A sabbatical leave is requested for the following period of the 20 \_\_\_\_ - 20 \_\_\_\_ school year.

### 10 Month Employees

- Full Academic Year (50%)
- Fall Semester Only (100%)
- Spring Semester Only (100%)
- Two non-sequential Semesters within a 36-month period (50%)

### 11/12 Month Employees

- Full Fiscal Year (50%)
- 1st 6 months of the Fiscal Year (100%)
- 2nd 6 months of the Fiscal Year (100%)
- Quarter (Indicate 1st, 2nd, 3rd, or 4th) \_\_\_\_
- Two non-consecutive quarters (100%)
- Two months in summer for 3 consecutive summers (100%)

### Adjunct Employees

- Fall Semester Only
- Spring Semester Only

If you select 50% full-year sabbatical, you may utilize banked leave to increase your compensation during the term of your sabbatical  
([CBA Section 7.14.9 v. Overload Banking](#))

# METHOD OF COMPENSATION

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The Employee requests that sabbatical leave compensation to be paid under the plan checked below:

- Option 1:** If the leave is for a period of one year, the faculty member may receive compensation in two equal installments at the end of the first and second year of service rendered in the District following return from leave. If the leave is for a period less than one year, the faculty member may receive the total compensation at the end of the first year of service rendered in the District following return from leave.
- Option 2:** Regardless of the length of leave, the faculty member may receive compensation in the same manner as if he/she had remained in active service.
- For Adjunct Faculty only:** Compensation will be paid out in one semester equal to their average FTEF from the previous two semesters worked. **Adjunct faculty may not choose Option 1 or Option 2.**

# APPLICATION

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## **APPLICATION**

Please number all pages in consecutive order (so that the committee can be sure that there are no pages missing).

Applicants, Chairs, and Deans should be careful not to list applicant's name anywhere on the application except on the cover page and the signature sheet.

Please be advised that all units taken during a Sabbatical Leave may be used for salary advancement.

Do not include any part of your name in the header or footer



# TYPES OF SABBATICAL PROJECTS

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## Purpose of Leave

Academic Coursework  Retraining  Research  Teaching, Learning, & Appropriate Instructional & Student Services Activity

- Academic Coursework: For full-time faculty, must be enrolled as full-time student (12 semester units) at an accredited institution. Courses must be graduate level. All courses must be taken for a letter grade. No courses can be taken as Pass/No Pass, Credit, No Credit, or audit. Coursework completed during sabbatical can be used for salary advancement.
- Retraining: Acquisition of knowledge and skills to assist member to move into a new area of instruction or new knowledge and skills in order to bring the particular instructional programs up to date with current practices in industry

# TYPES OF SABBATICAL PROJECTS (CONTINUED)

- Research: Application should include description on how the research will be conducted and how information will be used. Research projects requires approval from College President. Recommend reading [Section 18.2.4.4 of CBA](#)
- Teaching, Learning & Appropriate Instructional and Student Services Activity:  
Examples can include:
  - Develop new or revise existing courses, programs, certificate or degrees
  - Develop technologically mediated instruction for courses/program
  - Infuse global concepts in courses/programs
  - Develop programs that improve student success and achievement of learning outcomes
  - Develop and/or implement student success initiatives

# NEED IDEAS FOR YOUR SABBATICAL PROJECT?

- Discuss with your colleagues, department chair and dean
- Keep in mind project should reflect the amount of work equal to full-time work schedule
- Review previous approved projects on [Board of Trustee meeting](#) (typically their regular June Meeting)
- Review the CBA Section 18.2 Sabbatical Leave

# ABSTRACT

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Provide an abstract summarizing the description of your proposed leave plan in a paragraph of about 100 words. This part of your application will become part of the Board Docket. Please include the following information as part of the abstract:

- 1. Need for the Professional Growth - describe the purpose of the leave.**
- 2. Sabbatical Activities - describe what you plan to do.**
- 3. Anticipated Outcomes - describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcome; student outcomes.**
- 4. Means of Measurement - describe what evidence you will submit to demonstrate achievement of your outcomes.**
- 5. Benefit to District**

# PLAN

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Provide a full description of the proposed sabbatical leave including the following information in your sabbatical plan. It is recommended that you include a separate section for items 1-6 listed below.

As you prepare this plan, it is also strongly recommended that you consult with the Department Chair/Supervisor and/or School Dean/Manager prior to the third Friday in February to address any issues or to provide additional information or clarification regarding the proposed plan.

You may also consult with any member of your college's professional growth/development committee.

- 1. Need for Sabbatical - How does your plan meet the need for professional growth and development as well as benefits to the students, colleagues and college?**
- 2. Description of Overall Plan - A detailed course of action that is consistent with the statement of purpose and nature of the leave.**
- 3. Objectives - What do you plan to accomplish and how will you measure it?**
- 4. Evidence of Completion - Reports, Video, Transcripts.**
- 5. Relevancy to Current/New Assignment and Improvement of Student Learning**
- 6. Timeline - What is the timeline for accomplishing your objectives? This timeline must take place only during the semester of your proposed sabbatical leave.**

# TIPS FOR THE PLAN

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- Be clear and organized
- Answer every part of the question
  - How does your plan meet the need for professional growth and development AS WELL AS benefit your students, colleagues AND college?
- Review the rubric (also located on the PAC website)

# RUBRIC

## SABBATICAL LEAVE GRADING FORM

This form is a tool for reviewing sabbatical leave applications. The user may use this form in any manner. The only section that must be completed is the "RANKING" section. Please consult the current AFT/SDCCD contract for sabbatical guidelines. Article XVIII professional development 18.2 p.118

Application	A	B	C	D	E	F	G	H	I	J	K	L	M
Application is complete & fits guideline? (Y/N)													

### Sabbatical Plan

Please assign each item a score ranging from zero to maximum number of points per criteria. There are 52 total points maximum.

Application	A	B	C	D	E	F	G	H	I	J	K	L	M
Abstract 0-4 pts													
Enhancing professional development 0-10 points													
Description of overall plan Objectives 0-10 pts													
Evidence of completion-Verification 0-4 pts.													
Relevancy to assignment & improvement of student learning – Benefit to students 0-10 pts.													
Benefit to District 0-4 pts													
Benefit to campus college 0-10 pts													
TOTAL POINTS 52 Total Pts. Max.													

### Ranking

Please rank the applications from best to worst according to the number of applications, i.e., if there are 15 applications please rank them from 1-15 with **1 BEING THE BEST**. These numbers will be added together to determine the top applications.

Application	A	B	C	D	E	F	G	H	I	J	K	L	M
RANKING													



**DEPARTMENT CHAIR**

RECOMMEND       CONDITIONAL RECOMMENDATION\*       NOT RECOMMENDED\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

**DEAN/MANAGER**

RECOMMEND       CONDITIONAL RECOMMENDATION\*       NOT RECOMMENDED\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

**COLLEGE PROFESSIONAL ADVANCEMENT COMMITTEE CHAIR**

RECOMMEND       CONDITIONAL RECOMMENDATION\*       NOT RECOMMENDED\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

**VICE PRESIDENT**

RECOMMEND       CONDITIONAL RECOMMENDATION\*       NOT RECOMMENDED\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

**PRESIDENT**

RECOMMEND       CONDITIONAL RECOMMENDATION\*       NOT RECOMMENDED\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

# COLLECTING SIGNATURES

- You need to collect signatures from your Department Chair and Dean/Manager before submitting application to PAC Chair. If your proposal is selected, it will then be routed to the VP and President for signatures.
- Note: For Research Projects: PAC Chair will reach out to President to get confirmation that College President approved of research project



# DEADLINES

Interim PAC Chair for  
Spring 2025:  
Melissa Wolfson  
mwolfson@sdccd.edu

Deadline	Item
Thursday, Feb 13, 2025 (recommended deadline)	Application/ Proposal due to Department Chair/ Supervisor  <i>Faculty are advised to follow up on their applications to make sure these get to the Dean/Manager by the deadline.</i>
Friday, Feb 21, 2025	Application/ Proposal due to Dean/ Manager  <i>Faculty members applying for a research sabbatical must schedule a meeting with the President to discuss their sabbatical and the methodologies being used. This must be done before submitting the sabbatical to the Professional Advancement Committee (PAC) Chair.</i>
Friday, Mar 7, 2025	Application/Proposal with signatures from Department Chair and Dean due to PAC Chair Melissa Wolfson ( <a href="mailto:mwolfson@sdccd.edu">mwolfson@sdccd.edu</a> )
No later than Mar 26, 2025 (date specified in contract)	PAC notifies District HR and AFT of sabbatical recommendations
April 7 (date specified in contract)	Vice President reviews, signs and sends to President with recommendations
April 21 (date specified in contract)	Applicants notified about sabbatical by the President

# SABBATICAL COMPLETION

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- No later than 6 weeks after your return to work, you must submit your Sabbatical Completion to the Professional Advancement Committee (PAC).
- Sabbatical Completion is the Evidence of Completion you specified on your Sabbatical Proposal
- Keep in mind PAC meets every 2nd Monday of every month during the academic year

# HOW MANY SABBATICAL ARE GRANTED EACH YEAR?

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- District Office along with AFT Union will calculate and notify each Professional Advancement Committee (Miramar, Mesa, City, Continuing Education) of the next academic year's sabbatical allocations
- Any unused sabbaticals can be reallocated to other colleges by AFT and HR

QUESTIONS?

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