

## ARTICLE XVIII - PROFESSIONAL DEVELOPMENT

### 18.1 PROFESSIONAL ADVANCEMENT COMMITTEES

Each college and continuing education shall have a Professional Advancement Committee, the membership of which will be appointed by the Academic Senate.

Continuing Education Counselors assigned to ECC, Centre City, Cesar Chavez and Mid City, will be included under the responsibility of the City College Professional Advancement Committee. Continuing Education Counselors assigned to Mesa College CE, North City, West City and all DSPS Counselors assigned to any Continuing Education site will be included under the responsibility of the Mesa College Professional Advancement Committee.

The College Professional Advancement Committees will accept Continuing Education Counselor Professional Advancement Plans which were approved by Continuing Education prior to June 6, 2002 by Continuing Education. The College Professional Advancement Committees will review and evaluate the completion of these Continuing Education approved plans. Subsequent to June 6, 2002, Professional Advancement Plans must be pre-approved by the appropriate college committee as delineated above.

### 18.2 **SABBATICAL LEAVE**

#### 18.2.1 Purpose and Eligibility

Sabbatical leaves are encouraged and may be granted to full-time tenured faculty members for the purpose of carrying out an approved program, which will benefit students, instructors, and the District. Such leaves are a means of enhancing the professional development of faculty members through a variety of activities and/or experiences, which have significant relevance to the specific assignment, and/or to the retraining of the faculty member. The District shall publish the availability of sabbatical leaves annually, and with such publicity as to reasonably ensure that all eligible faculty are informed.

Tenured faculty shall be eligible for a sabbatical leave after six (6) consecutive years of satisfactory service to the District (as determined by Article XV - Evaluation). Faculty who have completed a sabbatical leave are ineligible for a sabbatical leave until completion of each additional six (6) consecutive years of satisfactory service. However, time spent on sabbatical leave may not be included in any such six-year (6) period.

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the California Community College District, a sabbatical leave can be requested for the following periods:

<b>10-Month Employee</b>	<b>Percentage of 10-Month Base Salary</b>	<b>11/12 Month Employees</b>	<b>Percentage of 11/12 Month Base Salary</b>
Full Academic Year	50%	Full Fiscal Year	50%
First Semester Only	100%	First Six (6) Months	100%
Second Semester Only	100%	Second Six (6) Months	100%
Two (2) Non-sequential Semesters within a 36-month Period	50% each Semester on Sabbatical	Two (2) Non-sequential Fiscal Quarters within a 36-month Period not to Exceed Six (6) months of Leave within a 36-month period	100%
		Two (2) months in Summer for Three (3) Consecutive Summers	100%

### 18.2.2 Application Timetable

- 18.2.2.1 Application for a sabbatical leave shall be submitted in writing, upon the form prescribed and provided by the District, and filed with the school dean or appropriate manager no later than the third Friday in February of the academic year preceding the year during which the leave is being requested.
- 18.2.2.2 It is recommended that the sabbatical leave applicant consult with the appropriate department chair/supervisor, and/or school dean/manager prior to the third Friday in February to address any issues, provide additional information or clarification regarding the proposed plan. The applicant may also consult with any member of the Professional Advancement Committee.
- 18.2.2.3 The following timetable will be followed for the faculty approval process:

**NOTE:** If any date listed below falls on a weekend or holiday, the new date shall be the first work day following the listed date.

<b>Application Timetable</b>	<b>Activity</b>
August	Fall FLEX Workshop on Sabbatical Process
January	Spring FLEX Workshop on Sabbatical Process
Prior to submission to Dean/Manager	Application reviewed and recommendations made by appropriate Department Chair/Supervisor
Third Friday in February	Submission Deadline Application due to School Dean/Manager
Ten (10) working days after receipt.	Application Due to Professional Advancement Committee
No Later than March 26 <sup>th</sup>	Selection of Applicants by Professional Advancement Committee. Committees report unused Sabbatical Leaves (if any) to AFT and HR for reallocation.
Last Working Day in March (no sooner than five (5) faculty work days after previous deadline)	Committees reallocate any additional leaves and send final recommendations to Vice President
April 7 <sup>th</sup> (no sooner than five (5) faculty work days after previous deadline)	Vice President reviews, signs and sends to President with recommendations
April 21 <sup>st</sup> (no sooner than five (5) faculty work days after previous deadline)	Applicants notified about sabbatical by the President

<b><u>Reporting Timetable</u></b> (All dates are in the year immediately following the sabbatical leave)	
Final Leave Report for Fall Semester	First Monday in March
Final Leave Report for one (1) year and Spring Semester	First Monday in October

- 18.2.2.4 Applications for sabbatical leave will be reviewed only once a year. Applications should be reviewed by the appropriate department chair/supervisor prior to submission to the school dean/manager on or before the third Friday in February.
- 18.2.2.4.1 If a program/credential/degree is to be undertaken, then a full description of the accredited program/credential/degree shall be included.
- 18.2.2.4.2 If a research project is to be undertaken, then a preliminary meeting and approval of the College President is required. An outline of the research project and a projected log of hours to be spent on the project are required. The benefits to the college, school, departments, students and to the faculty member shall be described fully.
- 18.2.2.4.3 If the department chair/school dean has questions about the application, and it can be adjusted so that the questions are addressed, then the application for sabbatical leave should be resubmitted to the dean for recommendation and signature no later than the third Friday in February. The school dean has ten (10) working days from the date of receipt to review and make a recommendation on Application for Sabbatical Leave.
- 18.2.2.4.4 If the school dean still does not recommend approval of the application, then the Application for Sabbatical Leave shall be sent on to the Professional Advancement Committee with appropriate comments no later than ten (10) working days from the date of receipt.
- 18.2.2.4.5 It is recommended that the applicant check to ensure that the school dean has forwarded his/her Application for Sabbatical Leave to the Professional Advancement Committee by the established deadline.
- 18.2.2.5 The completed forms (with approvals and/or comments) will be submitted to the Professional Advancement Committee by the school dean no later than ten (10) working days from the date of receipt.
- 18.2.2.5.1 The Professional Advancement Committee shall review all the applications and recommendations for acceptability.

- 18.2.2.5.2 If the Professional Advancement Committee feels that an application could become acceptable with some additional information, the committee may request such information from the originator. However, this shall not constitute a major revision of the application.
- 18.2.2.5.3 All acceptable Applications for Sabbatical Leave shall be ranked, even if the number exceeds the allotment.
- 18.2.2.6 The Professional Advancement Committee shall inform the AFT and Human Resources of the number of acceptable Applications for Sabbatical Leave no later than March 26th. The AFT and Human Resources shall:
  - 18.2.2.6.1 Reallocate the number of unused leaves to another college(s), as appropriate.
  - 18.2.2.6.2 Allocate additional sabbaticals based upon availability of additional resources.
  - 18.2.2.6.3 Notify College Professional Advancement Committees of any redistribution of unused leaves or additional allocation of leaves.
- 18.2.2.7 The Professional Advancement Committee shall forward the committee's recommendation signed by the Chair to the Vice President no later than the last working day in March.
- 18.2.2.8 The Vice President shall review, sign, and forward the application form to the President no later than April 7th.
- 18.2.2.9 The President shall notify applicants regarding the status of their sabbatical leave requests no later than April 21st.
- 18.2.2.10 Should the recipient of an approved sabbatical leave decide not to exercise the privilege as agreed, the leave shall be offered to the next alternate on the rank order list, provided there is still enough time for the alternate to be approved by the Board.
- 18.2.2.11 The alternate will have five (5) working days to accept the sabbatical leave. If not accepted, it will be offered to the next alternate.
- 18.2.2.12 A recipient may withdraw from an approved sabbatical leave prior to beginning that leave. A second consecutive withdrawal will result in ineligibility to apply for the subsequent academic year, except for accident or illness as provided in Section 18.2.6 of the contract.

18.2.2.13 Should the recipient of an approved sabbatical leave make changes in the Application for Sabbatical Leave after it has been approved, the altered application must be resubmitted in writing to the Professional Advancement Committee, which will review and recommend action to the President.

#### 18.2.4 Number of Leaves

##### 18.2.4.1

A minimum number of sabbatical leaves will be equal to three and one half percent (3.5%) of the total number of tenured/tenure-track faculty. If one or more of the colleges does not have a sufficient number of allocated sabbatical leave applications, the AFT and Human Resources will reallocate unused sabbatical leaves to another college(s). Additional sabbatical leaves may be approved based upon the availability of additional resources. Such additional leaves would be subject to the application process as delineated in Article 18.2.2.

#### 18.2.5 Types of Leaves

Sabbatical leaves may be taken for a variety of purposes. The following are examples of types of leaves, which may be considered, and are not in any order of priority. However, in times of retrenchment the first priority shall be given to proposals requesting retraining.

##### 18.2.5.1 Application Coursework

Applicants for study leaves are expected to carry a full program of academic work at an accredited institution as determined by the institution where the program of study is to take place. Individuals applying for a sabbatical who have less than a 100% contract will be expected to carry a course load equivalent to their percent of a full contract.

Training taken from educational providers that have not sought accreditation may be included as a part of a study leave, but justification for the selection must be provided and the final decision as to the validity of the inclusion will rest with the sabbatical committee. If approval is given to include training from a non-accredited institution, such training time will be converted to semester credits on the basis of forty-eight (48) hours of training equals one semester credit.

Prior to submitting the request for leave, the faculty member should have determined personal eligibility or admission to the institution and completed as much preplanning as possible regarding the program.

Ineligibility for admission to the named institution will result in the cancellation of the sabbatical leave.

The application should include the name of the institution that will be attended, the number of units that will be carried, courses that may be taken, (including course number, title and description, if available at the time of application), and the degree that will be received, if any. If specific courses are not known at the time of applying for sabbatical leave, a list of courses to be sent to the Professional Advancement Committee prior to enrollment.

Applicants are expected to earn a grade of “C” or above. The applicant is expected to earn credit for each course taken as part of the approved leave program. All courses taken for college credit must be taken for a grade. No courses can be taken in the following grading modes: 1) pass/no pass; 2) credit/no credit; 3) audit.

#### 18.2.5.2 Retraining

Retraining is defined as the upgrading or the acquisition of knowledge and skills to assist the faculty member to move into a new area of instruction, or for the acquisition of new knowledge and skills in order to bring the particular instructional program up to date with current practices in industry or current knowledge of the discipline.

#### 18.2.5.3 Teaching, Learning, and Appropriate Instructional and Student Services

Some examples are as follows:

- a) Develop new or revise existing courses, programs, certificates or degrees.
- b) Develop technologically mediated instruction for courses/programs.
- c) Infuse global concepts in courses/programs.
- d) Evaluate the effectiveness of teaching and learning strategies, instructional delivery systems and/or performance assessment techniques.
- e) Develop and/or implement student success initiatives.
- f) Develop programs that improve student success and achievement of learning outcomes.

#### 18.2.5.4 Research

Applicants for independent research leaves are expected to accomplish an amount of work equal to a full-time study program.

18.2.5.4.1 Applications for research leaves should include a description of the research project that will be undertaken, how the research will be conducted and how the information will be used. The specific itinerary, if any, schedule of activities and other pertinent information should also be included.

18.2.5.4.2 A person wishing to follow a research program should discuss his/her intentions with the College President and should clarify the following before submitting the request:

- a) What research has already been conducted in this area?
- b) What information may be available in the literature to support the need for the proposed research project?
- c) How will the college/district and/or students benefit from the research project?

#### 18.2.6 Compensation and Bond

18.2.6.1 Compensation for a faculty member on sabbatical leave shall be equivalent to one-half of the faculty member's yearly salary. The faculty member shall receive the benefit of any service increment and/or salary reclassification entitlement as if the faculty member had remained in active service.

18.2.6.2 Every faculty member, as a condition to being granted a leave, shall agree in writing to render a period of service in the employ of the District following his/her return from the leave of absence, which is equal to twice the period of the leave. Faculty members not completing the agreed upon service will be subject to the conditions set forth in 18.2.6.4 below.

18.2.6.3 The faculty member may elect to receive compensation under either of the following options:

18.2.6.3.1 Option 1 -- If the leave is for a period of one (1) year, the faculty member may receive compensation in two (2) 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 (1) 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.

18.2.6.3.2 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.

18.2.6.4 The faculty member who elects Option 2 must post a bond in an amount equal to the faculty member's contract salary while on sabbatical leave indemnifying the District against loss in the event the faculty member fails to render the agreed-upon period of service in the employ of the District upon return of the faculty member from the leave of absence, or if he/she fails to meet the provisions of 18.2.7.

A faculty member who has completed a sabbatical leave and who either leaves the District before fulfilling the service obligation or fails to meet the provisions of 18.2.7 below shall reimburse the District in the amount due for the portion of the unfulfilled obligation no later than the last day of employment with the District.

In lieu of the bond, unit members may enter into an indemnification agreement with the District that, in the District's sole discretion, sufficiently ensures compliance with this Section 18.2.6.4. The District and the AFT agree that the indemnification program which the AFT makes available to its members sufficiently ensures compliance with Section 18.2.6.4.

18.2.6.5 In order to ensure receipt of monthly warrants, Human Resources must be notified in writing by the faculty member of the current mailing address to which the warrants are to be forwarded.

18.2.6.6 Time on sabbatical leave shall be counted as regular service for purposes of salary advancement, promotion, or reclassification, while for retirement purposes it shall be counted as half-time if a full-year sabbatical leave, or full-time if a half-year leave. (A faculty member on a full-year sabbatical leave may elect to pay STRS the difference between half-year and full-year status for retirement purposes, in which case the leave will count as full time for retirement purposes.)

18.2.6.7 During the term of the sabbatical leave, the successful applicant will be expected to be devoted full-time to the leave activity and will not be eligible for overload assignments, chair duties, release time duties, Academic Senate office, or other campus/District responsibilities. Exceptions to the foregoing, and any other outside employment\_during

the period of the sabbatical leave must be approved by the Chancellor. Substitute assignments with a duration of one (1) week or less may be approved on an emergency basis by the president.

Successful Continuing Education faculty applicants who work less than full time and receive less than a 100% sabbatical leave may receive adjunct assignments so long as the total combined assignment (sabbatical and work) does not exceed 100% of their normal contract percentage.

- 18.2.6.8 Through the sabbatical leave process, faculty members may also apply for tuition reimbursement for college-level coursework completed at an accredited institution. Subject to available funding, a maximum of \$2,000 (two thousand dollars) may be reimbursed in any academic year.

If specific courses are known at the time of application, they should be submitted through the sabbatical leave process along with the Application for Sabbatical Leave. If courses are not known at the time of applying for sabbatical leave, the list of course(s) should be submitted to the Professional Advancement Committee at the time of enrollment along with a copy of the approved Application for Sabbatical Leave.

An Application for Sabbatical Leave Tuition Reimbursement must be submitted to, and approved by the Professional Advancement Committee prior to enrollment. Tuition reimbursement shall be processed upon submission of evidence of successful completion of courses taken subject to available resources. Official transcripts of credit and original receipts must be sent to the District Office upon completion of coursework.

#### 18.2.7 Accident or Illness

Interruption of the program by serious accident or illness during a sabbatical leave, evidence of which is required, shall not prejudice a faculty member with regard to the fulfillment of the conditions under which the leave was granted, nor affect the amount of compensation to be paid each faculty member under the terms of such sabbatical leave. However, the president must receive prompt notification of such accident or illness, which in general shall be by registered or certified letter mailed within ten (10) days of such accident or illness. It is the responsibility of the president to communicate such change in leave plans to the Vice Chancellor, Human Resources. In case of death of the individual while on leave, his/her estate shall not be required to fulfill the conditions upon which the leave was granted, but payment of salary by the District shall cease upon such death.

## 18.2.8 Return to Service

- 18.2.8.1 At the expiration of the sabbatical leave, and in the absence of other mutual agreement between the faculty member and the District, the faculty member shall be reinstated in a position equivalent in duties and salary to that held by him/her at the time of the granting of the leave of absence.

In most instances, it will be possible to determine in advance that the best interests of the District will be served by placing the sabbatical leave recipient in the same assignment held prior to the granting of the leave. If applicable, Human Resources shall notify the faculty member replacing the faculty member on sabbatical leave, in writing, that the assignment shall be only for the duration of the sabbatical leave.

- 18.2.8.2 Not later than six (6) weeks after return to duty, each faculty member returning from sabbatical leave shall file with the Professional Advancement Committee, evidence that the specific objectives stated in the application have been completed and the deliverables/products have been submitted.

The faculty member shall not be considered as having completed the requirements of the sabbatical leave until this evidence has been verified by the Professional Advancement Committee as having met the objectives of the leave and all deliverables/ products have been submitted.

- 18.2.8.2.1 Evidence of fulfillment of a retraining leave shall meet the criteria outlined in the original application for the leave.
- 18.2.8.2.2 Evidence of fulfillment of a formal study leave is an official transcript showing all courses completed and degrees granted; additional credentials obtained should be registered; and plans for the application of learning in ways beneficial to the college and students.
- 18.2.8.2.3 Evidence of fulfillment of an independent research leave is an original typewritten report in thesis form and the plans for application of research findings in ways beneficial to the college/center and students.