
**VALENCIA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
POLICY AND PROCEDURE Number: 6Hx28:07-23**

Title: Sabbatical Leave

Specific

Authority: 1001.64 (18) FS.

Law

Implemented: 1001.64 (18) FS.

Policy:

A. Sabbatical leaves are authorized for the primary purpose of offering professional renewal opportunities for eligible senior faculty, administrators, and Professional Staff employees such that the quality of the individual's future contribution to learning at Valencia Community College is enhanced. A sabbatical should provide the individual a significant opportunity for new, or renewed, intellectual achievement and growth through study, research, writing, creative work and travel so that teaching and professional effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs and processes strengthened.

B. Sabbatical leaves are not to be understood as deferred compensation. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency in the field are understood to be included as a purpose of sabbatical leave. General criteria for award will include exceptional service to the college, seniority, whether the sabbatical proposal provides for individual renewal and potential value and benefit to Valencia, and the ability of the affected college department or division to reallocate work during the proposed sabbatical. The president or designee shall establish procedures to implement this policy.

Procedure:

A. Eligibility

Full-time tenured faculty, administrators, and Professional Staff employees with at least seven years of continuous qualifying Valencia service and not in the Deferred Retirement Option Program (DROP) are eligible to apply for a sabbatical leave. For the purpose of determining eligibility for sabbatical leave, seven years of continuous Valencia service does not include time served on temporary contracts. Eligible employees may apply for a sabbatical leave upon completion of six years of service but must complete seven years of continuous service before a sabbatical leave can commence. For purposes of determining whether an employee has seven years of continuous service, any properly reported,

approved, and documented leave taken in accordance with Valencia's policies and procedures shall not be considered an interruption of service, unless provided otherwise in the document approving the leave. An employee who has received a sabbatical leave must complete seven additional years of qualifying service before being eligible to apply for another sabbatical leave.

B. Applications

1. Each applicant must initiate the sabbatical leave application process with his/her dean or immediate supervisor. Each applicant and respective supervisor will follow the prescribed timetable as outlined below. In addition to the General criteria for award (including exceptional service to the college, seniority, whether the sabbatical proposal provides for individual renewal and potential value and benefit to Valencia, and the ability of the affected college department or division to reallocate work during the proposed sabbatical), the granting of a sabbatical leave should not create undue hardship for students or coworkers, and it should not unduly limit college functions, including without limitation course offerings, student services, and college operations. Written endorsement by the respective dean and provost for faculty, or supervisor and senior administrator for non-faculty, affirms that the General criteria for award and these additional criteria are being met. If a proposal includes a request for college funds for a temporary employee (replacement), or for activities such as travel, purchases of equipment or materials, or other related expenses, a budget must be attached to the application and separately approved by the President or designee.

2. By September 1st of each year, sabbatical leave applications will be available from the Office of the Chief Learning Officer (CLO), department offices, and the college web site. Interested applicants must verify eligibility with Human Resources before proceeding with the application process. A candidate must submit completed application materials to his/her immediate supervisor for signature and approval by October 24th. The senior administrator endorsing an application will forward it to the CLO's office by October 31st for a sabbatical leave to occur anytime in the subsequent academic year. Applicants will receive confirmation that the CLO's office has received the proposal by November 7th. The Sabbatical Leave Committee will evaluate applications and make recommendations to the President by January 1st. Those applicants granted sabbatical leaves, and their supervisors, will be notified by the President no later than January 30th.

C. Sabbatical Leave Committee

1. Each year the President shall appoint a Sabbatical Leave Committee composed of twelve persons – two faculty from each of the campuses, two Professional Staff employees, one dean, and the CLO, who will serve as chair.

2. The Faculty Association Board will be asked to nominate faculty representatives. The Professional Staff Leadership Team will be asked to nominate

Professional Staff representatives. Members shall serve three-year staggered terms that coincide with the academic year.

D. Sabbatical Leave Period and Compensation

1. Eligible faculty members on ten-month appointments may be granted sabbatical leave for one long term at full salary or for two consecutive long terms at one-half salary. Faculty will be eligible to teach in the summer. Eligible administrators or Professional Staff employees on twelve-month appointments may be granted leave for up to four (4) consecutive months at the regular salary rate or up to eight (8) consecutive months at one-half of the regular salary rate.

2. The terms “full salary” and “half salary” and “regular salary” are understood to apply to the full-time, annualized contract salary rate, not including extra service or stipends, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period. During the actual sabbatical leave period, persons are not eligible to perform work at the college through extra service contracts, supplemental contracts, stipends, or over-load assignments.

E. Grants and Employment

An employee on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept paid employment of any kind except as may be specifically approved by the President.

F. Group Insurance, Teacher Retirement, ORP, etc.

An employee on sabbatical leave is an employee for purposes of participating in the programs and of receiving the benefits made available by or through the college or state to employees. During the duration of the sabbatical leave, the college shall continue all payroll deductions as required by law and as specified by the employee in accordance with college procedures.

G. Number of Sabbaticals to be Granted

The President shall determine the number of sabbatical leaves to be awarded in any given year based on criteria including, without limitation, the number of applications received, the recommendations of the Sabbatical Leave Committee, and the resources available to support such activities.

H. Expectation of Future Service

Sabbatical leave is only awarded with the express provision that the recipient will be expected to continue in full-time service at the college for at least one (1) academic year after completion of the sabbatical leave. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the college for at least one (1) academic year after the completion of the sabbatical. Failure to return to and remain in Valencia Community College employment for all or part of the one-year period (excluding properly reported, approved, and documented leave taken in accordance with Valencia's policies and procedures) will make the person liable to reimburse the college an amount of money equivalent to all, or part, of the sabbatical stipend (the gross salary paid to the recipient during the term of the sabbatical leave) - calculated in proportion to the percentage of the year the recipient was not an employee of Valencia.

I. Additional Sabbatical Leave Requirements

1. Within four (4) months following completion of the sabbatical leave, recipients must submit a report to the dean or immediate supervisor and to the Human Resources Office outlining the benefits and/or achievements resulting from the sabbatical leave.

2. The recipients will present to the Sabbatical Leave Committee a summary of the sabbatical activities, the benefits and/or achievements that resulted. A record of each recipient's proposal and summary will be retained by Human Resources for consideration by future Sabbatical Leave Committees should the recipient apply again for a sabbatical.

3. Recipients will not serve on college committees, faculty senates or accept other similar assignments during the time of their sabbatical leave. Exceptions may be made at the discretion of the President.

4. The college's policies on intellectual property rights and educational work products apply to all persons on sabbatical leave to the same degree as to other employees of the college. Any exception to these policies must be approved by the President prior to commencement of the sabbatical leave.

5. Applicants for sabbatical leaves may not serve as members of the Sabbatical Leave Committee.

6. Failure by sabbatical leave recipients to fulfill the purpose, conditions, and/or requirements set forth in Valencia's policy/procedures on sabbatical leave may result in disciplinary action and/or financial obligation for the repayment of all or part of the sabbatical stipend.

J. Sabbatical Leave Committee Review Process

- 1.** The Office of Human Resources will verify the years of continuous Valencia service for each applicant.
- 2.** All sabbatical leave applications and proposals will be reviewed by the Sabbatical Leave Committee to determine if the documents are complete and meet the sabbatical purpose and criteria.
- 3.** At the discretion of the Sabbatical Leave Committee, some candidates may be interviewed.
- 4.** All of the applications/proposals meeting the sabbatical leave policy's purpose and criteria to the satisfaction of the Committee will be ranked using the following criteria (in order of relative importance):
 - a.** The merit of the proposal;
 - b.** Exceptional service to the college as documented on the applicant's resume;
 - c.** Number of years since any previous sabbatical for the applicant;
 - d.** Number of years of Valencia service of the applicant.
- 5.** The Committee's recommendations will be submitted to the President.

History:

Adopted: 6-22-04

Revision of Procedure: 9/1/05