



POLICY AND PROCEDURE

Procedure:	Sabbatical Leave
Policy No.:	2.21
Department:	Academic Affairs
Contact:	Vice President for Academic Affairs

Policy

The major purpose of a sabbatical leave is to provide faculty an opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work, and travel so that teaching effectiveness may be enhanced. The term “faculty” refers to full-time counselors, librarians, instructors, and professors whose primary responsibility is teaching. The number of sabbatical leaves per year is equal to two percent of the academic faculty of the previous academic year.

In evaluating sabbatical proposals, the GBC Faculty Senate Personnel Committee is charged with determining how the sabbatical leave will enhance the faculty member’s professional effectiveness.

Procedures

1.0 Guidelines

Guidelines for Sabbatical Leave are listed below:

- Eligibility for sabbatical leave commences at the end of the sixth year of service whether or not it coincides with the end of the academic year.
- Sabbatical leave is awarded either for one year at two-thirds salary or for one-half year at full salary.
- Faculty members awarded leave will agree to return to the college for one year upon completion of sabbatical.
- Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.

- A written report concerning sabbatical leave activity shall be submitted to the President, dean, and Faculty Senate by the end of the subsequent fall or spring semester after returning from leave.
- Completed applications from eligible professional staff members must be submitted to the Chair of the Faculty Senate Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the year prior to the academic year for which the sabbatical leave is being requested. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee and then submitted to the GBC President for a final decision. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

2.0 Eligibility

- Any tenured faculty member who has served full-time for six or more years at GBC without a sabbatical leave is eligible to apply for sabbatical leave.
- Eligibility for sabbatical leave commences at the end of the semester in which the sixth full year of service at GBC is completed. A faculty member can apply during their sixth year of service at GBC. Only years of service at GBC will count toward sabbatical leave.
- Accumulation of time at GBC toward the next sabbatical leave shall not begin until the date of completion of the prior sabbatical leave.
- A faculty member who has resigned or has been terminated for reasons other than financial exigency or curricular reasons and subsequently rehired at GBC must have six full-time years of service from the time of rehiring.
- Authorized leaves (teaching, formal education, work experience, personal, medical/emergency/maternal) will not break the continuity of service, but these years shall not be credited toward sabbatical leave.
- Any faculty member whose primary responsibility is administrative is not eligible for sabbatical leave. (B/R 12/98)
- Years spent in administrative work will not be credited toward sabbatical leave.
- Short-term temporary contract supplements for special services, such as those for teaching summer sessions, shall not be considered in establishing the base for sabbatical leave.
- Time will not count toward sabbatical leave if the individual spent 51% or more of his/her work time on administrative duties for that year.

3.0 Criteria to be Used in Awarding Sabbatical Leave

In evaluating sabbatical proposals, the Personnel Committee will use the following criteria:

- Applicant's accomplishments and leadership within the college or community and the proposal's inclusion of research, publication, scholarly presentation, or creative activity – worth up to 10 points.
- For every year of service, one point will be awarded up to 10 points OR For every year of service since the applicant's last sabbatical, one point will be awarded up to 10 points. Years of service must be confirmed by Human Resources.
- Likelihood that the conditions of the proposal will be met in the granted leave – worth up to 10 points.
- Benefits of the project to GBC: Project will benefit GBC students – worth up to 5 points. Project will benefit the institution/meet GBC's mission – worth up to 5 points.
- Potential for growth: Project will benefit applicant's primary responsibilities – worth up to 4 points. Project will benefit intellectual development – worth up to 4 points. Project will include community service – worth up to 2 points.

There are 50 points possible and the applicant must receive at least 35 to be recommended for sabbatical. If there are more applicants than sabbatical positions the committee will rank the candidates by their points and recommend based on that.

4.0 Application Process

Applicants must submit a Sabbatical Leave Application Form available in the human resources office or attached to this policy. All required information and supporting documentation requested on the form shall be furnished by the applicant, whose responsibility it is to see that a complete application is submitted to the Chair of the Faculty Senate Personnel Committee. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

The completed application and all supporting materials called for in the application form must be properly prepared and filed by 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

Applications will be reviewed and ranked by the Faculty Senate Personnel Committee and forwarded to the GBC President. The decision to award or deny sabbatical leave ultimately rests with the GBC President.

5.0 Rights of Faculty on Sabbatical Leave

The taking of sabbatical leave shall in no way interfere with the continuing employment of an individual by the college, with any possible promotion or salary increases, or with any other rights normally associated with work at the college. Sabbatical leave, in some cases, may reduce retirement benefits. Persons taking sabbatical leave may wish to check with the human resources office in this regard.

Additional income, grants-in-aid, or fellowships may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the college. (B/R 1/92)

6.0 Obligations of Faculty Who Take Sabbatical Leave

- The most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application. If circumstances occur before the start date of the sabbatical which make it impossible to fulfill the approved sabbatical proposal the recipient will be expected either to relinquish the awarded sabbatical and perform normal duties during that year or to request authorization from the Senate Personnel Committee to proceed with an alternative project. If the Personnel Committee is not available, authorization should come from the appropriate academic administrator.
- Upon completion of the sabbatical leave, the recipient must return to college duties for a period of one year.
- A written report of sabbatical leave activities shall be submitted to the President, appropriate dean, and Faculty Senate. This report must be submitted by the end of the subsequent fall or spring semester after returning from leave. The report should address the proposal in the application for leave, describe what was accomplished, explain the current status of the project, and future status if applicable. It may also describe other professional accomplishments during the time of the leave. It will be the task of the appropriate academic administrator to assess whether the sabbatical report is satisfactory.
- Acknowledgment of sabbatical assistance shall be given in any publications, performances, or other professional activities accomplished during the sabbatical.
- A signed sabbatical leave application shall constitute acceptance of all obligations on the part of the faculty member taking sabbatical leave.

7.0 Sabbatical Leave Committee

The Personnel Committee of the GBC Faculty Senate is the Sabbatical Leave Committee.

Applicants for sabbatical leave may not serve on the Personnel Committee during the year of the application.

8.0 Procedures of Sabbatical Leave Committee

- All deliberations of the committee shall be confidential.
- Sabbatical leave applications are available in the human resources office or attached to this policy posted online. These applications must be submitted to the Chair of the Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the academic year prior to the effective date of the requested leave.
- The committee shall, after thorough deliberations during which all applications are reviewed in detail, send forward the Committee's review and ranking of sabbatical application to the GBC President no later than the third Friday in November. The GBC President shall notify the applicants in writing whether their request for sabbatical has been approved or denied no later than the third Friday in December.

9.0 Responsibilities of the President

- The ultimate responsibility for approving or denying sabbaticals rests with the GBC President.
- The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

GREAT BASIN COLLEGE
Sabbatical Leave Application Form

Submit your application to the Chair of the Faculty Senate Personnel Committee. Applications must be submitted no later than 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

- I. Complete and sign the accompanying cover form. Arrange the items listed below in the order listed and attach to the cover form.

- II. Write a separate and detailed description of how you propose to spend your sabbatical leave. The Personnel Committee will evaluate your proposal based on the criteria outlined in the Sabbatical Leave Criteria Evaluation Form provided at the end of this application. You must provide sufficient detail for the Committee to make a proper evaluation. Discuss any pending or planned applications for additional monetary support for the proposed sabbatical leave project. Other pertinent information may be appended to the proposal.

- III. Attach letters from no more than three colleagues/department members in support of your leave proposal. The letters may address themselves to the following matters, singly or in combination:
 - a. An evaluation of the proposal and its potential benefit to you and GBC.
 - b. Support of the faculty member's sabbatical leave.

- IV. Provide the following information:
 - a. Education
 - b. Professional experience
 - c. Accomplishments on any previous sabbatical leave
 - d. Job responsibilities
 - e. Other data which would suggest success in the project you are proposing.
 - f. A timeline for which you expect to be able to complete the activity you've requested sabbatical for academic year

GREAT BASIN COLLEGE
Sabbatical Leave Application Form

Return this form to the Chair of the Faculty Senate Personnel Committee.

Name _____ Date _____

Position held at GBC _____

"A" Contract

"B" Contract

Request Leave:

½ year at full salary

full year at two-thirds salary

Years of full-time salaried service at GBC since initial employment or since last sabbatical leave, including the present academic year, but not including leave of absence without pay _____.

Date of last sabbatical leave if any: _____

½ year

full year

Notification of application for sabbatical leave:*

Signature, Dean

Date

Signature, Department Chair

Date

FOR COMMITTEE USE ONLY:

Personnel Committee Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Confirmation of years of service for Sabbatical: _____ (Signature, Human Resources Department)

**Recommended*

Great Basin College

Sabbatical Leave Criteria Evaluation Form (to be filled out by Personnel Committee Chair after discussion with committee)

Candidate: _____

Criteria Category	Subcategories to consider	Points Awarded
Accomplishments & Leadership - 10 points possible. Points may be awarded in any one of the subjects listed or a combination thereof.	College Leadership Activities: senate committee assignments, leadership within the department, Faculty Senate/committee/department chair	
	Intellectual Leadership: research, publication, scholarly presentations, or creative activity	
	Community activities that are related to the teaching profession or show exceptional community accomplishments	
Years of Service - 10 points possible (only put points in either A or B, not both)	A. If the applicant has not received a previous sabbatical leave, one point will be awarded from every year of service at GBC to a maximum of 10 points.	
	B. If the applicant has received a previous sabbatical leave, one point will be awarded for every year of service since the completion of the applicant's most recent sabbatical leave to a maximum of 10 points.	
Adequate Timeline - 10 points possible	The likelihood that the conditions of the proposal will be met in the granted leave. The timeline is to be reasonable and appropriate for the type and scope of the project proposed, if applicable.	
Benefits of Project to GBC - 10 points possible	Project will benefit students - 5 points possible	
	Project will benefit institution/meets GBC's mission - 5 points possible	
Potential for Growth - 10 points possible	Project will benefit applicant's primary responsibilities - 4 points possible	
	Project will benefit intellectual development - 4 points possible	
	Project will include community service - 2 points possible	
Total points awarded must be more than 35 to earn recommendation.		0

Comments:

Recommended Yes _____
 No _____

Chair, Personnel Committee

Date



President's Sabbatical Decision

The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

Date (mm/dd/yyyy) Click or tap here to enter text.	Last Name: Click or tap here to enter text.	First Name: Click or tap here to enter text.	Middle Initial: Click or tap here to enter text.
<p>The applicant's sabbatical leave application is hereby:</p> <p><input type="checkbox"/> Approved.</p> <p><input type="checkbox"/> Denied for the reasons listed below.</p>			
<p>Click or tap here to enter text.</p>			
President's Signature:		Date:	