

FACULTY SABBATICAL LEAVE APPLICATION

Please complete page 1 of this application and submit to Elaine Sinn, Office of Faculty Development, at esinn@jccc.edu. The Office of Faculty Development will convert the application to obtain the appropriate electronic signatures for submission. Once all signatures have been received, the application will be routed back to you.

Name _____ ID# _____

Title _____

Division _____

Sabbatical Leave from _____ to _____
(Date) (Date)



In the space provided (≈50-60 words), describe the purpose of the project to be completed during the sabbatical leave.

I. Human Resources (This section is to be completed by the Office of Human Resources)

- a. Initial date of full-time employment _____
- b. Date of last sabbatical _____ No previous sabbatical _____
- c. Eligibility points _____

This applicant is eligible _____ / not eligible _____ to apply for a sabbatical leave.

Director of Human Resources _____
(Name) (Date)

II. Administrative staff (Chair, Director, or Assistant Dean, if applicable)

If this sabbatical is granted, the absence of this applicant can be accommodated.

(Name) (Date)

III. Division Dean The applicant's faculty portfolio is current. Yes ___ No _

(Name) (Date)

IV. Vice President Academic Affairs/CAO

(Name) (Date)

V. Office of Faculty Development

(Name) (Date)

ROUTING CHART FOR FACULTY SABBATICAL LEAVE APPLICATION
(to be completed by Sabbatical Committee chair after interviews)

Name of applicant: _____

Sabbatical leave period: _____ to _____
(Date) *(Date)*

Sabbatical Committee

Recommended _____ Not Recommended _____
(Date)

Sabbatical Committee Chair

(Name) *(Date)*

The following signatures will be obtained by the Office of Faculty Development after recommendation of the proposal by the Sabbatical Committee.

Division Dean

(Name) *(Date)*

Vice President Academic Affairs/CAO

(Name) *(Date)*

President

(Name) *(Date)*

Board of Trustees

(Date)

Approved _____

Not Approved _____

FACULTY SABBATICAL LEAVE POLICY

The pertinent sections of the Master Agreement between bargaining unit employees and the college about sabbatical leaves are summarized below. For the full policy statement, see the Master Agreement pp. 29 – 31 on the College’s website.

Johnson County Community College has established a sabbatical leave program to grant full-time faculty members a leave from college duties for the purpose of personal and professional growth. Any bargaining unit member on a 9- or 10-month or full-time contract who has completed six continuous years of employment without interruption is eligible to apply for a sabbatical leave. The six continuous years of employment must be completed before the commencement of the sabbatical leave.

Sabbatical leaves are granted at the regular salary for one-half the contract work year, or one-half salary for the full contract work year of the bargaining unit member. Life, health, dental and disability insurance as well as tax sheltered annuities continue during the sabbatical leave to the extent permitted by the insurance carriers.

In those cases where a bargaining unit member applies for and receives a sabbatical leave and is employed by an outside employer approved by the college, the payment from college funds can be no more than the difference between the bargaining unit member’s college sabbatical-eligible salary and the salary received during the outside employment. If the bargaining unit member’s salary from outside employment is greater than his or her college salary, he or she will receive no salary from JCCC.

Upon completion of a sabbatical leave, a bargaining unit member is required to return to Johnson County Community College for a minimum of one contract year.

A full, written report on the sabbatical leave is to be uploaded to ScholarSpace within 90 days of completion of the sabbatical leave. Other presentations concerning the leave may be requested.

Failure to meet the terms and conditions imposed in the sabbatical leave will obligate the bargaining unit member to reimburse the college for salary and fringe benefits paid to him or her during the leave.

FACULTY SABBATICAL APPLICATION PROCESS AND PROCEDURES

Application routing process

The application form requires a number of signatures. The Office of Human Resources must verify that faculty are eligible to apply and must assign eligibility points (if any). The application form is then signed by the applicant’s Chair, Director, or Assistant Dean; the Division Dean; the Vice President of Academic Affairs/CAO; and the Office of Faculty Development. The Dean verifies that the applicant’s portfolio is current. The applicant then submits the application form, his or her written proposal, and all supporting documentation to the Office of Faculty Development which then distributes them to the members of the Sabbatical Committee.

The Sabbatical Committee reviews all written applications, and then conducts personal interviews with all applicants. The projects that the Sabbatical Committee recommends are forwarded to the applicant’s Division Dean, the Vice President of Academic Affairs/CAO, and the President. The President then recommends the projects to the Board of Trustees. **Final granting of the sabbatical is by the Board of Trustees.**

Application procedures and evaluation

Proposals are evaluated on the **personal and professional development to be gained from the project** as well as on **the suitability of the project to the amount of time requested for sabbatical leave.**

The sabbatical project should be well conceived and well organized to make suitable use of the sabbatical leave.

The proposal is to be **double spaced** and must be no more than five (5) pages typed, excluding supporting documentation. This proposal must be original work written by the candidate. All text that is borrowed from another source must be indicated as such and attributed to its author in a footnote or endnote. The proposal should address the following in a thorough manner:

- The major objectives of the sabbatical leave and a complete description of the project(s) to be completed during the leave.
- The personal and professional development the sabbatical project will provide.
- The suitability of the project to the amount of time requested (either one-half the contract work year or an entire contract work year.) Does the project merit the requested period? Can the project be completed within the period requested for the sabbatical leave? Are other funds available?
- The specific activities to be completed during the sabbatical leave and the strategies to be employed for completing them.
- A timeline outlining the planned activities and their duration.
- The plan to be used to evaluate the sabbatical project upon its completion (e.g., transcripts from courses taken, letters of evaluation from employers, completed handbooks, etc.)

The following items are considered supporting documents and do not count against the 5 page limit:

- All letters of permission required if college personnel, equipment or services are needed to complete the project.
- All letters of permission or admission from institutions outside of the college if their equipment, services or resources are to be used.
- Letters of support from supervisor, colleagues, and/or experts in the field. **A minimum of one letter of support is required.**
- Supporting documentation. This documentation is important, **but the amount should be manageable by the Sabbatical Committee.**

Also included in the final vote tally for each proposal are the eligibility points assigned to candidates by the office of Human Resources: ½ eligibility point for every year beyond a candidate's initial date of eligibility, up to 2 points total. (The use of eligibility points is meant to encourage those who have not had a sabbatical, or those who had a sabbatical leave some time ago, to apply.)

ADDITIONAL GUIDELINES FOR FACULTY SABBATICAL LEAVE APPLICATION (Fall 2024 for sabbaticals to be taken in AY 2025 – 2026)

Because the number of sabbatical leaves approved is limited, it is important that each application be complete and thorough. The sabbatical application process requires careful planning. Be sure to leave sufficient time to research and write your proposal, and to obtain the necessary approvals, letters, and permissions prior to the due date. An orientation to the sabbatical application process is held in spring and fall semesters. If you are unable to attend an orientation, consult the chair of the Sabbatical Committee.

Applications of previous successful sabbatical candidates are available for review in the Faculty Development office. Please note that you may **not** copy a previous candidate's proposal or sections thereof. Your project must be original, and you must write your own proposal yourself. As with any paper that is original work, whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, you are required to cite its source.

Be sure to include all necessary supporting documents with your proposal and application. This documentation should help clarify your project for the committee members and document in a thorough manner that you will be able to complete the project as you've described it. At a minimum, this means a letter of support from your supervisor, a colleague, and/or an expert in the field in which you will be working. If your project will result in benefit to your department or the school, letters attesting to this fact from JCCC colleagues are also appropriate. If your project takes you to any outside organization, business, school, library, etc., you must also include letters from those places indicating that you have permission to use their resources (or that you will be working with them, etc.). If you will be producing an article, book, artwork, etc. during your sabbatical, you may include samples (or photos of samples) you've already produced, or you may bring samples with you to show during your interview. Supporting documentation should be kept to a manageable amount for the committee.

Filling out your application form:

1. Fill out the top of the first page of the application form with your name, title, division and the dates you are proposing to take a sabbatical leave. Fill in the summary of your project – not to exceed 50 words.
2. Take the time early on to request that the Office of Human Resources verify that you are eligible to apply for a sabbatical, and that the designated HR staff member fill out and sign **section I** of the application form. As part of this process, the staff member will determine the number of "eligibility points" you are due – if any (½ point for every year beyond your initial date of eligibility for a sabbatical leave, up to 2 points total). These points will be added to your score during the Sabbatical Committee's voting process, and are intended to encourage applications from those who have never had a sabbatical, or those who have not had one recently.
3. Notify your Chair, Director, or Assistant Dean of your application early on as well. Remember that he or she will need to confirm that a replacement can be found for you during your absence. He or she will need to sign your application form (**section II**) attesting to this fact. If you do not have a Chair, Director or Assistant Dean, your Division Dean will complete this task.
4. Under **sections III, IV** and **V** of the application form, request signatures from:
 - your Division Dean, to verify your portfolio is current
 - the Vice President of Academic Affairs/CAO.
 - the member of the staff of the Office of Faculty Development (DO NOT submit a copy of your portfolio with your application for sabbatical leave.)

Note that it is best to collect these signatures early and not to wait until the last minute. Your application must be complete – with **all** signatures – by **Friday, October 4, 2024 at 5:00 p.m.**

Submitting your application and beyond:

1. Scan into a PDF file and submit via email **the scanned application and proposal** to Elaine Sinn at esinn@jccc.edu in the Office of Faculty Development (LIB 375C) no later than **5 p.m. on Friday, October 4, 2024**. Do not put your application in a cover.
2. When you submit your application to the Office of Faculty Development, make an appointment for your interview with the Sabbatical Committee. Interviews generally take place during the first week of November.
3. Arrive on time for your interview. The interview will begin with your **five-minute presentation** of your sabbatical project. The committee will then ask you questions about your proposal. The presentation and question and answer period will take **a maximum of 15 minutes in all**. (Note that if you choose to use overheads, videos, etc., during your five-minute presentation, you must schedule any equipment you will need in advance. AV set-up is your responsibility, not that of the committee. You will be given only five minutes for your presentation. No additional time will be allowed for set-up of AV materials. Note also that too many support materials – for example, books and handouts that you might pass around – may detract unduly from your five-minute presentation.)
4. The committee will meet to determine the proposals to be recommended for sabbatical leave. This meeting will take place within one week of the interviews.
5. Immediately after the committee determines its recommendations, all applicants, whether recommended for a sabbatical or not, will be notified of their status. The proposals that are recommended for sabbatical awards are then forwarded by the committee chair and Office of Faculty Development to the applicant's Division Dean, the Vice President of Academic Affairs/CAO, and the President for their signatures. The President then submits these recommendations to the Board of Trustees. It is the Board that awards the sabbaticals, usually at its December meeting.
6. A full, written report on the sabbatical leave is to be uploaded to ScholarSpace within 90 days of completion of the sabbatical leave. Other presentations concerning the leave may be requested.