



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: _____

A. Applicant's Name: _____
(last) (first) (middle)

Location: Chabot Las Positas

Division: _____

Discipline: _____

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)

Semester: _____ Academic Year: _____

Semester: _____ Academic Year: _____

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: _____

Received and Reviewed by: _____

Administrator's Signature

Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: _____

W / SSN: _____

Date application received: _____

A. Seniority Number _____
(Article 12-1A.3b.)

B. Priority Ranking assigned number: _____ in a group of _____

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President, Academic Services verification of banked workload: _____

(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared: _____

Date:
Completed: _____

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II. Purpose of Leave

Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.

Article 12-1A.1 Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

In a general statement, explain how your proposal is related to the above statement.

(Please type)

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two (2) Spring Semesters or two (2) Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The President should consult with the appropriate Vice President and Dean prior to making a decision.

If you are applying for a split Sabbatical Leave of Absence as described above, please include a statement of rational for the split.

(Please type)

III. Specific Objectives and Methods for Achieving These Objectives

(Please see examples on the following pages)

On your application (Please type)

1. Clearly state each specific objective of your Sabbatical Leave of Absence AND include a percentage of the whole to be completed for each objective of the proposed work. Make sure all objectives add to one hundred percent (100%).
2. Following each objective, outline as accurately and completely as possible your specific plan for achieving the objective.

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3. Indicate what documentation you will submit to demonstrate to the Sabbatical Leave Committee that this objective has been met.

Be sure to follow these three steps for each of your specific objectives.

Please note:

Applicants are advised that the Sabbatical Leave of Absence Report [Appendix D], submitted upon return from the Leave, is evaluated on the basis of the information provided in this application.

Any modification of the period of the Sabbatical Leave of Absence, specific objectives and their respective percentages as related to the proposed work, the plan for achieving any objectives, and/or the documentation to be submitted to demonstrate that an objective has been met, must receive prior approval from the Chancellor of the District, if such modification requests are made after the recommended Sabbatical Leave of Absence applications are submitted to the Governing Board of the District. Requests for modification should be submitted, in writing, to the respective college Office of the Vice President, Academic Services for processing.

dk 09/02/2016

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

The purpose of my Sabbatical Leave of Absence would be to:

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

Documentation: I will provide an official transcript of completed courses.

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* - State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

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APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

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SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

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Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

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CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

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FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. Because of potential adverse impact on programs, full-year Sabbatical Leaves of Absence that start in the spring semester, or that are split between two spring semesters or two fall semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11