

## **306-02 FACULTY SABBATICAL LEAVE—PROCEDURE**

### **1. PURPOSE**

Provide faculty with the extended professional development leave for improved quality of service aligned with the College's mission and goals. A faculty sabbatical is a collective decision which considers the needs of the individual, the department and the institution as a whole.

### **2. PROCEDURE**

#### Criteria

1. Regular, full-time continuous faculty in good standing may apply for sabbatical leave no sooner than their sixth year of service or six years after completing a sabbatical.
2. An eligible regular full-time faculty member has the opportunity of requesting from two types of leave plans: one semester of leave at 80% of the faculty member's annual salary or two semesters of leave at 60% of the faculty member's annual salary.
3. Faculty members on sabbatical leave retain the rights and benefits of all full-time regular faculty, except that no paid time off accrues.

#### Process

1. Academic Affairs with Human Resources shall publish and maintain Sabbatical Operating Guidelines describing the Sabbatical Review Committee, application details, deadlines, income disclosure and repayment requirements, and ranking criteria. Substantive changes to Sabbatical Operating Guidelines require College Council approval.

#### Timeline

- a. May 1<sup>st</sup> — Vice President announces the number of available sabbaticals for the fiscal year following the one to begin in July.
  - b. September 30<sup>th</sup> — Applications are due to Sabbatical Review Committee.
  - c. December 1<sup>st</sup> — Applicants will be notified.
2. Academic Affairs will evaluate applications and recommend any sabbatical awards to the President. The President will inform the applicant, the Academic Affairs Vice President, and Human Resources of the outcome in writing.
  3. Within three months following completion of the sabbatical, the faculty member must submit a comprehensive report to Academic Affairs, the President and the Board and present activities and accomplishments to the Faculty.
  4. Faculty member is required to complete one year of service upon return from sabbatical.

### **3. BACKGROUND**

1. References: none
2. Revision history: 10/13/2011, supersedes Procedure 410-16
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 10/13/2011

**COCONINO COMMUNITY COLLEGE**