



## **Sabbatical Leave Information and Application**

The Board of Trustees of the Jackson Community College will consider sabbatical leave applications from full-time instructors in accordance with the following information, and when initially processed and recommended through the Personnel Review Committee to the President.

### **APPLICATION DATES**

Applications for sabbatical leaves must be submitted to the Personnel Review Committee by **November 1** preceding the academic year in which the leave request falls. Board action shall be at the next regularly scheduled meeting following a recommendation of the Personnel Review Committee.

### **GENERAL INFORMATION**

1. Instructors who have served the College for seven (7) years are eligible for a sabbatical leave.
2. Seniority in service shall be given priority consideration in the granting of all such leaves.
3. At the option of the instructor, the sabbatical leave may be taken for a full year, the fall semester or the winter semester.
4. The salary for the sabbatical leave will be one-half pay for a sabbatical of a full academic year.
5. Instructors who request a semester sabbatical leave will be paid at the full salary and be required to teach one-half of the annual teaching load and to submit an Annual Professional Responsibility Plan.
6. If an instructor receives a grant or fellowship, or receives wages for other employment during the sabbatical, the instructor's pay from Jackson Community College will be reduced so that the instructor's total income will not be more than one and one third (1 1/3) times the instructor's salary as printed in Appendix A.
7. No more than five (5) percent of the faculty shall be on sabbatical leave at the same time.
8. The department chair must demonstrate to the supervising dean that the leave will not result in any loss of efficiency in the department or any substantial negative impact at a course or program level.
9. When possible, the College shall hire short-term replacements for instructors applying for sabbatical leaves if their assignments cannot be assumed by other members of the staff.
10. All such leaves shall be limited to purposes that clearly promise reciprocal advantage to the College through the enhancement of professional competency by study, research, writing, travel, appropriate internships, or cognate pursuits.

## **PROFESSIONAL CONTRACTUAL CONDITIONS**

1. An instructor who receives a sabbatical leave shall return to the College for a period of two (2) years or refund, on a pro-rated basis, the salary received during the leave period.
2. Experience credit on the salary schedule will continue to accrue while on sabbatical leave.
3. All benefits provided under this Master Agreement shall be guaranteed to an instructor on sabbatical leave.
4. Group Term Life Insurance will be continued on the basis of the annual salary.
5. An instructor does not earn credit for retirement while on sabbatical leave. One year following the leave, the faculty member must contact the retirement system to request a billing for his/her sabbatical leave time. When the instructor receives the billing statement he/she must present it to Human Resources for payment. Application must be made three years following the sabbatical leave.

## **PERSONNEL REVIEW COMMITTEE**

1. The Personnel Review Committee will review and may recommend approval to the President's office when it has been demonstrated that the sabbatical leave will substantially enhance the instructor's capability for improved performance in either his present or potential assignment. All applications necessitate a meeting with the Personnel Review Committee for this purpose.
2. The recommendation of the Personnel Review Committee is then forwarded to the President who will make a recommendation to the Board of Trustees.
3. The Board of Trustees makes the final decision regarding approval of sabbatical leaves.

# Application for Sabbatical Leave

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Requesting a sabbatical leave for:

\_\_\_\_\_ Fall 20\_\_      \_\_\_\_\_ Winter 20\_\_      \_\_\_\_\_ Full year 20\_\_

Attach a complete proposal. This proposal should include the following information:

1. Describe your plans for the leave period:
  - (a) plans for studies or other activities, travel plans, occupational experience;
  - (b) Institution(s), employer(s), location, area, etc.
2. Personal and professional benefits expected to be derived by the proposed sabbatical leave.
3. Benefits expected to be extended to students and the College as a result of the proposed sabbatical leave.
4. If you will be employed for pecuniary advantage (academic or otherwise) during the period. If yes, explain.
5. Any other information you deem pertinent.

I have served Jackson Community College for \_\_\_\_\_ academic years as of the above date. I have \_\_\_\_\_ years of continuous services in my department.

I \_\_\_\_\_ have \_\_\_\_\_ have not taken a previous sabbatical leave. If yes, provide date(s) and if sabbatical was full year or semester. \_\_\_\_\_

I agree if granted the requested leave, I shall return to full-time service in the College for two (2) full academic years. Should I fail to do so I will refund to the College, on a pro-rate basis, the remuneration received during the sabbatical leave period.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Submit one copy of this form and your proposal to the chairperson of the Personnel Review Committee by November 1.

Department Chairperson's Recommendation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

## Personnel Review Committee Action

Date application was received \_\_\_\_\_

Date faculty member met with committee \_\_\_\_\_

PRC recommendation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of PRC Chairperson \_\_\_\_\_ Date \_\_\_\_\_