

ACADEMIC AFFAIRS
SABBATICAL LEAVE
CHAPTER 4
POLICY 1.02

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I. POLICY

SLCC shall provide opportunity for eligible faculty members periodically to renew and update their professional qualifications through sabbatical leave.

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I. REFERENCES

- A. Academic Policy No. 1.01, Chapter 4, Section 1.01, "Academic Freedom, Professional Responsibility, and Tenure."
- B. Personnel Policy No. 2.01, Chapter 2, Section 2.01, "Employee Definitions and Categories."
- C. Personnel Policy No. 4.13, Chapter 2, Section 4.13, "Family and Medical Leave."
- D. Personnel Policy No. 4.08, Chapter 2, Section 4.08, "Sick Leave."
- E. Current Guidelines for Professorial Rank Requirements, in The Academic Guide.

II. DEFINITIONS

- A. Sabbatical leave is a leave of absence with compensation for one appointment year, or portion thereof, to full-time faculty members to permit them to renew and update their qualifications for their positions, to conduct research, or to undertake professional development.
- B. Tenure is the status achieved following the appropriate review period and following a prescribed evaluation that shows that the faculty member fully meets professional standards and is competent in the discipline, competent as a teacher, and competent as a colleague. Tenure protects the academic freedom of a faculty member and provides the faculty member with a sufficient degree of economic security to make the profession attractive to qualified individuals.
- C. Faculty members are those appointed to full-time teaching for a nine or more-month annual appointment, or others designated as faculty members appointed to fill temporary special assignments. Faculty members in such special assignments come from teaching and return to teaching. Some faculty members are tenured, some are in departmental tenure-track positions, and others are in non-tenure-track positions.
- D. Satisfactory service is demonstrated acceptable performance as documented through the College's current performance evaluation system.

III. PROCEDURES

A. Eligibility

1. A faculty member must meet the following criteria:
 - a. Hold a full-time faculty contract of nine or more months per year that includes teaching, professional, or administrative contract duties.
 - b. Have completed six (6) continuous years of satisfactory service as a full-time faculty member at SLCC at the commencement of the sabbatical leave and have completed six years of satisfactory service as a full-time faculty member at SLCC since any previously awarded sabbatical leave.

Note: If a sabbatical cannot be granted with six years of satisfactory service due to institutional needs (financial scarcity or lack of appropriate instructional replacement for a key faculty member's services), any additional years of service before the faculty member takes a sabbatical will count toward eligibility for a subsequent or future sabbatical.
2. Once a faculty member takes sabbatical leave, he or she becomes ineligible to apply for additional sabbatical leave until the completion of an additional period of six (6) continuous years of service as a full-time faculty member at SLCC. The time spent on sabbatical leave is excluded from the six (6) years requirement.
3. If a faculty member applies for a full sabbatical but is approved for only a one- semester sabbatical, he or she may reapply for the remaining semester of the sabbatical in the academic year immediately following the year of the original application. If the faculty member does not apply for the remaining semester in the academic year immediately following the one-semester sabbatical, he or she becomes ineligible to apply for additional sabbatical leave until the completion of an additional period of six (6) years of service at SLCC. The time spent on sabbatical leave is excluded from the six (6) years requirement.
4. Tenure evaluations cannot be completed during a sabbatical leave; therefore, faculty members who wish to take a full year sabbatical leave in their seventh

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year of employment at the college will not be eligible for Tenure until the year following their return.

5. The total number of sabbatical leaves granted in any given academic year shall not exceed 2.5 percent (rounded up to a whole number) of the total number of faculty members at the institution.
6. The total number of sabbatical leaves granted in any given academic year to the faculty members within a single division/department shall not exceed 14 percent (rounded up to a whole number) of the total number of the faculty members in the division/department. For example, faculty members in a department of four (4) members may be eligible for one sabbatical leave ($4 \times 0.14 = 0.56$ which rounds up to one). In other words, at least one of the faculty members within a single department or division is eligible for sabbatical leave each year regardless of the number of faculty members, as long as those faculty members have met other requirements specified above.
7. Sabbatical leaves are not a right. They must be granted within the Institution's sole discretion.

B. Application

1. Application for sabbatical leave shall be made in writing, providing the following:
 - a. Statement of purpose—explanation of the value of the sabbatical to the college and the compatibility of the sabbatical goals with department goals.
 - b. Detailed description of the sabbatical activity.
 - (1) Advanced formal education including name of institution, program subject area, and what the faculty member plans to accomplish during sabbatical leave.
 - (2) Work experience program including where activity will be done (firm, agency, etc.), type of work, and period of time.

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- (3) Professional development including a brief description of study, research, working project, publication, consulting, or any other initiative(s) which serves the division/department or institution.
 - (4) Travel including location and purpose.
 - (5) Service/service learning projects with the local or international community, which serve department and institutional goals.
- c. Inclusive dates being requested.
 - d. Upon approval by the Associate Dean, a letter of support will be added to the Application. The Associate Dean will also request that the letter of support be signed by the faculty members within the division/department. Support by a majority of the faculty members is necessary to move forward with the Application. The Associate Dean will also notify the respective Dean of the Application and request a letter of support from the respective Dean to move forward. The Dean will submit a letter of support or deny the Application.

C. Application Timetable

- 1. On or before the first Friday of October (or sooner), the faculty member submits the sabbatical proposal to the Associate Dean who shall approve, request it be revised and resubmitted, or disapprove with reasons.
- 2. On or before the second Friday of October, the Associate Dean shall communicate his/her decision to the applicant with a copy to the respective Dean.
- 3. On or before the third Friday of October, the applicant submits revisions to the Associate Dean.
- 4. On or before the fourth Friday of October, the Associate Dean submits approved sabbatical proposals, his/her letter of support, and the respective Dean's letter of support to the Assistant Provost for Learning Advancement.

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5. On or before the first Friday of November, the Assistant Provost for Learning Advancement submits copies of the sabbatical proposals to the Deans' Council and to members of the designated Faculty Senate sub-committee.
6. On or before the third Friday of November, the Deans' Council and the designated Faculty Senate sub-committee independently review sabbatical proposals.
7. On or before the first Friday of December, the designated Faculty Senate sub-committee, the Deans' Council, and the Assistant Provost for Learning Advancement meet to review sabbatical proposals and in consultation determine recommendations for applicants to approve, disapprove, or revise and resubmit.
8. On or before the second Tuesday of December, the Assistant Provost for Learning Advancement will notify applicants with recommendations to revise, rewrite and resubmit.
9. On or before the second Friday of December, applicants who wish to "revise and resubmit" will submit revisions to the Assistant Provost for Learning Advancement.
10. On or before the third Friday of December, the Deans' Council, the designated Faculty Senate sub-committee, and the Assistant Provost for Learning Advancement meet to review resubmissions and prepare final recommendations for submission to the Provost. Any applicant who wishes to appeal a "disapproved" proposal should refer to Section VII below.
11. On or before the second Friday of January, the Assistant Provost for Learning Advancement submits the recommendations of the designated Faculty Senate sub-committee and the Deans' Council to the Provost.
12. On or before the fourth Friday of January, the Provost will review applications and submit his or her recommendations to approve, revise and resubmit, or disapprove to the applicant within five (5) working days.
13. On or before the first Friday of February, the applicant must have revisions or resubmissions to the Provost.

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14. On or before the second Friday of February, the Provost will submit his or her final recommendations to the President of the College and also communicate those recommendations to the applicant within five (5) working days (see VI. A).
 15. On or before the third Friday of February, the President will review applications and submit his or her decision to the Provost.
 16. On or before the first Friday of March, the Provost will submit the recommendations of all reviewing levels and the decision of the President to the Assistant Provost for Learning Advancement.
 17. After receiving applications signed by all reviewing levels, the Assistant Provost for Learning Advancement will prepare written notice of the final decision. The applicant(s) shall receive written notice of action on or before April 1.
- D. Criteria for review of applications—considerations used in reviewing applications and selecting individuals for sabbatical leave shall be:
1. Date of employment.
 2. Timely submission of application.
 3. Previous sabbatical leaves granted (will be considered when more applications have been received than the Institution can support).
 4. Support of teaching department (see letter of support from Associate Dean signed by faculty members, III. B. 1. d.).
 5. Support of school dean (see letter of support from dean, III. C. 4.).
 6. Supporting documentation and completeness of sabbatical proposal.
 7. Overall quality of the proposal.

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- a. The degree to which the proposal supports department goals, the individual's goals, and professional development.
- b. The degree to which the proposal supports the mission and values of the College.
- c. The degree to which the sabbatical will improve instruction.
- d. The degree to which students will benefit from the sabbatical.
- e. The potential effectiveness of the plan to share the sabbatical experience(s) with faculty members, colleagues, students, and the wider community if appropriate.

E. Compensation

1. Compensation while on sabbatical leave shall be seventy-five (75) percent of applicant's base salary for the period of the sabbatical leave. A sabbatical leave may be granted for a period of one (1) semester (fall or spring) at 75% of the faculty member's base salary, or for a period of two (2) consecutive semesters (fall and spring) at 75% of the faculty member's base salary.
2. Remuneration shall be made in semi-monthly payments with appropriate deductions made for all benefits to which the applicant would ordinarily be entitled. Sick leave shall accrue as per the Sick Leave Policy.
3. Faculty members who are on sabbatical leave may accept outside compensation without restraint.

F. Sabbatical Agreement

1. Acceptance of a sabbatical leave by the faculty member certifies agreement to complete the goals of the sabbatical as approved, including any necessary, approved modifications, and to return to the College upon the expiration of the leave and complete at least one appointment year of service or portion thereof, depending on the terms of the sabbatical leave. In the event the individual does not return at the conclusion of the sabbatical leave, the

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compensation (salary and benefits) received from Salt Lake Community College during the sabbatical leave shall be immediately repaid.

2. Upon completion of a sabbatical, the faculty member must submit a written summary of his or her accomplishments addressing the proposed goals of the sabbatical leave to the Assistant Provost for Learning Advancement for the President of the College and the Provost. By the end of the first semester in which the member returns from the sabbatical, the faculty member must complete a formal presentation in the form of a workshop or seminar to faculty members, students, staff, and community members about the educational and professional impact of the sabbatical leave.
3. The Provost will submit a sabbatical leave summary report to the Board of Trustees.
4. Failure to complete the goals of the sabbatical as approved or failure to fulfill the post- sabbatical duties described above will be considered a failure to fulfill the responsibilities to the institution and will result in a referral to the Provost for disciplinary action which may include an obligation to repay the Institution the salary and benefits provided during the sabbatical.

G. Procedure for Denial of Sabbatical Leave for Reviewing Levels

1. Each sabbatical leave proposal shall be clearly identified as recommended for approval, revision and resubmission, or disapproval at each level of review. If a request for sabbatical leave is disapproved or revisions are recommended at any level of the review process, the reviewing level shall prepare a written evaluation and communicate with the applicant within 5 working days of completing the application review explaining the criteria and reasons for the recommendation.

H. Procedure for Appealing Denial of Sabbatical Leave

At any reviewing level, the applicant will be notified if the application is disapproved.

1. If the sabbatical proposal is not approved, the applicant may appeal this denial.

2. A faculty member whose application is denied at any level will be granted an opportunity to revise. If the proposal is denied after revision, the faculty member will be provided upon request one 30-minute interview with the denying level to present his/her arguments. The denying level will issue a decision on the review within 7 calendar days. If the decision is still to not approve the Application the Application will not go forward. A denial at the Presidential level may be appealed in the same way; it is the responsibility of the applicant to appeal a Presidential denial before the third Friday of April.

I. Procedure for Delaying Sabbatical Proposal by Reviewing Levels

1. A sabbatical proposal may be delayed for a period of up to one year at any reviewing level provided such delay does not result in the applicant's losing the sabbatical opportunity. Formal documentation explaining the reasons for the delay shall be made in writing to the applicant and formal documentation of this request for delay and results will become part of the applicant's sabbatical leave application. Any sabbatical request that is recommended for delay will still complete the entire review process.
2. The final decision regarding the delay of any approved sabbatical is at the sole discretion of the President. Delay of sabbatical at the presidential level can be appealed only at that level. The President's decision regarding the appeal is final.

J. Faculty Member Requests Postponement of Sabbatical

1. In exceptional circumstances that directly affect the fulfillment of the approved sabbatical plan which are beyond his or her control, a faculty member may request to postpone his or her sabbatical leave for one year. Request for postponement shall be made in writing to all reviewing levels with copies going to the Budget Office, Human Resources, and the Assistant Provost for Learning Advancement. The request for postponement must include:
 - a. Dates of the revised sabbatical plan, including beginning and ending dates.
 - b. Letter approving the postponement from the Associate Dean.

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2. Approval of such postponement shall not be withheld unreasonably. The year of postponement will not count as a year of service toward a future sabbatical leave.

K. Faculty Member Requests Cancellation of Sabbatical

1. A faculty member may elect to cancel an approved sabbatical leave within 10 working days after receipt of sabbatical contract. Application for cancellation shall be made in writing detailing such circumstances to all reviewing levels with copies going to the Budget Office, Human Resources, and the Assistant Provost for Learning Advancement. A faculty member who elects to cancel an approved sabbatical request may submit a new sabbatical application by following the procedure outlined in this document.
2. Cancellation of a sabbatical leave will not prejudice future sabbatical applications.

L. Communication While On Sabbatical

Faculty who receive sabbatical leave will communicate with their respective departments periodically while they are on sabbatical. Individual department will determine to what extent and in what form that communication will occur.

M. Family Medical Leave Act

1. In the event that a faculty member makes application for and receives Family Medical Leave Act (FMLA) leave while on sabbatical, the faculty member is entitled to interrupt the sabbatical leave for the eligible FMLA term in accordance with college leave policy. Sabbatical leave may then resume as though there were no interruption. Application, use of sick time, and continuation of benefits are outlined in College policy and procedure Chapter 2, Section 4.13 Family and Medical Leave.