



# SALARY AND LEAVES COMMITTEE

## SABBATICAL LEAVE ORIENTATION MEETINGS *FOR SABBATICALS TO BE TAKEN IN 2026-27*

Wednesday, May 28, 9:00 - 10:00 a.m. | Zoom ID: <https://mtsac-edu.zoom.us/j/83180233208>

Thursday, May 29, 4:00 - 5:00 p.m. | Zoom ID: <https://mtsac-edu.zoom.us/j/84262387576>

I.	Welcome and Introduction	
II.	The Salary and Leaves Committee	
	a. Committee Membership:	
	Sokha Song (Co-Chair), Joshua Christ (Co-Chair), Denise Bailey, Elizabeth Hernandez, Tony Rivas, Ronda Shutt, Lina Soto, Alexis Carter (notetaker)	
	b. Role of the Committee	
III.	Sabbatical Leave Application Proposals	Page
	a. Guidelines for Preparing the Sabbatical Leave Application Proposal	2
	b. Contractual References (Article 16.M)	5
	c. Application for Sabbatical Leave (Sample of Online Version)	10
	d. Procedures for Processing Sabbatical Leave Applications	13
	e. Sabbatical Leave Application Rating Sheet	14
	f. Sample Sabbatical Leave of Absence Agreement (Article 16.M.11)	15
IV.	Sabbatical Leave Reports	
	a. Guidelines for Preparing the Sabbatical Leave Reports	16
	b. Tentative Calendar for Processing Sabbatical Leave Reports	18
	c. Committee Members Checklist for reviewing Sabbatical Leave Reports	19
V.	Discussion – Questions/Answers	

# SALARY AND LEAVES COMMITTEE

## GUIDELINES FOR PREPARING SABBATICAL LEAVE APPLICATION PROPOSALS

### **WHAT IS THE SABBATICAL LEAVE APPLICATION?**

The application for sabbatical leave shall include a statement of the relationship between the proposed sabbatical activity(ies) and the applicant's current or prospective service to the College and of the benefit(s) that the District shall accrue because of the leave. The application shall be followed without change unless the applicant secures prior approval of the Committee.

The proposal should stress the importance of professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. The Committee will review, evaluate, and rank each request using established criteria.

### **WRITING YOUR PROPOSAL**

The following suggestions are made to assist professors in preparing sabbatical leave applications and are offered as a supplement to the Contract language in the Faculty Agreement. The Salary and Leaves Committee reviews and evaluates sabbatical leave proposals prepared by these guidelines.

A sabbatical leave may be granted for the purpose of formal, independent study, work experience, or any combination thereof. (Refer to the current contract for pertinent and current requirements.)

### **HOW SHOULD YOU PREPARE YOUR SABBATICAL LEAVE APPLICATION PROPOSAL?**

#### **Before you begin:**

- Review all contract guidelines, criteria, handouts, etc.
- Review the rubric to understand how the weighting of the criteria will be used in evaluating your proposal.
- Discuss the proposal with departmental colleagues or faculty from other disciplines in order to gain additional insight into the service contribution this sabbatical will make to the College.
- Consider discussing the proposal with colleagues who have completed recent sabbaticals or with a member of the Committee.
- Consider attending a Sabbatical Orientation to ask any questions you may have.
- Consider reviewing previously completed proposals here:  
[https://www.mtsac.edu/governance/committees/salaryandleaves/sabbatical\\_reports.html](https://www.mtsac.edu/governance/committees/salaryandleaves/sabbatical_reports.html)

#### **Writing your proposal (general guidelines):**

- Describe in detail the proposed activity/project and avoid ambiguity and vagueness.
- Clarify to the Committee what the actual product of the project will be.
- Provide the Committee with background information and research confirming the value of the sabbatical to both you and the College.
- Use academic references in your proposal, as needed, to provide support for your project.
- Explain how the sabbatical activities/project will contribute to your professional growth or enrichment.
- Explain the merit/value of the sabbatical activity to the College.
- Design your proposal in relation to the length of time requested, be willing and able to carry it out.
- Seek help/answers to questions from members of the Committee (strongly encouraged).
- Submit an online application that is professional, formal, scholarly, precise, and neat.

***NOTE: The merit/value of the sabbatical activity to the College and the professional enrichment of the applicant are the major criteria by which the proposal is judged.***

# SALARY AND LEAVES COMMITTEE

## Writing your proposal (specific guidelines):

For a **FORMAL STUDY** sabbatical proposal:

- Verify the course of study is offered by the chosen institution(s) for the specific time you plan to attend.
- List the course titles, course numbers, planned dates of attendance, type of units (graduate, upper division, extension, etc.), and a brief description of the course content. The contract requires 12-semester units of coursework per semester for a study leave.
- Explain how the study will contribute to your professional growth.
- Explain how the study will be likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Provide a clear explanation to our academic committee of the project and its benefits.

**NOTE:** *If the course work approved for sabbatical leave is to also be used for salary schedule advancement, a Petition for Column Crossover must be submitted to the Salary and Leaves Committee for approval. Sabbatical leave application and approval of coursework for salary advancement should always be handled as two separate processes.*

For an **INDEPENDENT STUDY** sabbatical proposal:

- Specifically, describe and define your project.
- Provide a detailed plan of independent study, research, writing, and/or travel equivalent in time and rigor to sabbatical for formal study.
- Clearly describe the product that will be produced as a result of your project, including format, length, etc.
- Include a clear description of the proposed project's implementation, investigation, and research.
- Explain to the Committee how the College, your colleagues, and our students will use the product of your proposal.
- Explain the professional value of the project.
- Specify the time involved in the collection of data, the compilation of data, and the analysis of data and reaching of conclusion(s), i.e., include a detailed timeline.
- Gain permission for the use of facilities at the institution(s) you plan to use.
  - Make the necessary appointments or contacts with the person(s) at the institution(s).
  - Prepare an itinerary and time schedule for the visit(s) to the institution(s).
- Provide a clear explanation to our academic committee of the project and its benefits.

For a **WORK EXPERIENCE** sabbatical proposal:

- Specifically describe and define your contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to your discipline.
- Describe in detail any product you plan to produce as a result of your work experience that will be used by the College, your colleagues, and your students.
- Describe how the work experience is likely to improve your teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- Present a reasonably detailed itinerary and time schedule for your work experience.

For a **COMBINATION** sabbatical proposal:

- See the appropriate sections above and include specific activities in each appropriate area in your sabbatical leave proposal.

# SALARY AND LEAVES COMMITTEE

## **GATHERING THE PARTS OF YOUR APPLICATION**

- Compose a three to four sentence abstract of your plan, written in the third person, for presentation on the Board of Trustees' Agenda.
- Complete a comprehensive, written statement of the proposed sabbatical activity(ies), including a description of the nature of the activity(ies), a timeline of the activity(ies), and a proposed research design and method(s) of investigation, if applicable.
- Write a statement of the anticipated value and benefit of the proposed sabbatical activity(ies) to you, the applicant, your department or service area, and the College.
- Provide evidence, if appropriate, you have discussed your proposal with colleagues and that they support and confirm the value of your proposal to the College. (Letters of recommendation are encouraged.)
- Compile an academic reference list (e.g., works cited or selected bibliography) for your proposal in the professional style of your academic discipline (e.g., APA, MLA, Chicago, etc.)

## **FINAL STEPS TO THE DEADLINE:**

- The Sabbatical application is an online form. The form will be open for submissions by the second week of the Fall semester, and a link to the online application will be sent via email. In preparation for completing the online application, advise your dean and department chair you will be submitting an online application. You may wish to seek letters of recommendation for your Sabbatical application. These letters are not required but are encouraged.
- Meet the November 3 deadline for submission of the online application using the link provided the second week of the Fall semester.
- Maintain a copy of your request for your personal file. You will need to include a copy of your proposal in your Sabbatical Report.

# SALARY AND LEAVES COMMITTEE

16.M. Sabbatical Leave: The District fully recognizes sabbatical leaves as a significant means of providing faculty with the opportunity for professional growth and new or renewed intellectual achievement.

16.M.1. Purpose: A sabbatical leave is a means by which the teaching effectiveness of professors may be enhanced or their scholarly achievement enriched. As a result of such professional development, the College's academic program is strengthened and developed, and its reputation is enhanced. The major purpose is to provide an opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. As such, sabbatical leaves are a temporary reassignment from basic assignment duties for formal study, independent study, related work experience, or any combination thereof so that the professor may instead dedicate their time to improving the quality of the education provided by the College.

16.M.1.a. Formal Study: A sabbatical leave may be granted for a request involving twelve (12) semester undergraduate units or nine (9) graduate units per term (or equivalent). These courses must be taken at an institution that has been regionally or nationally accredited by a U.S. accrediting agency. A determination of equivalency for foreign courses is acceptable. Such units must be approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.

16.M.1.b. Independent Study: A sabbatical leave may be granted for a plan of independent study, research, writing, and/or travel equivalent in time and rigor to a sabbatical for formal study. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.

16.M.1.c. Work Experience: A sabbatical leave may be granted for contracted work or externships with other educational institutions, government agencies, corporations, or foundations related to the applicant's discipline. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.

16.M.2. Application for Sabbatical Leave:

16.M.2.a. The application for sabbatical leave shall include a statement of the relationship between the proposed sabbatical activity(ies) and the applicant's current or prospective service to the College and of the benefit(s) that the District shall accrue because of the leave.

16.M.2.b. The application shall be evaluated by the Salary and Leaves Committee, which shall be composed of two co-chairs: the Faculty Association President or designee and the Vice President, Human Resources or designee; three (3) faculty members appointed by the Faculty Association; and two (2) Educational Administrators appointed by the Vice President, Human Resources.

# SALARY AND LEAVES COMMITTEE

- 16.M.2.c. The application shall be followed without change unless the applicant secures prior approval of the Committee. Once the sabbatical leave has been approved, any change in plans must be submitted in writing to the Salary and Leaves Committee for prior approval. Changes beyond the control of the applicant while on leave will not constitute a breach of the sabbatical leave agreement.
- 16.M.3. Eligibility for Sabbatical Leave: Any full-time professor who has served the District for six (6) consecutive years in a full-time capacity may apply for sabbatical leave, providing the applicant's anticipated years of employment are at least two (2) times the period of the leave, after return to duty, before retirement. The equivalent of six (6) full-time consecutive years of service may be accumulated by summing consecutive years of adjunct service at the college (30 LHE is equivalent to 1 year) with full-time assignments.
- 16.M.4. Previous Leave Computation: Military leave or leave previously approved by the Board shall not be deemed a break in the continuity of service, but the period of such leave shall not count in computing the six (6) consecutive years required under Section 16.L.3. The use of Banked Leave as defined in 16.N shall count in computing the six (6) years required under Section 16.L.3. One (1) semester of full-time employment in the District shall be counted as a one-half year of service.
- 16.M.5. Length of Sabbatical Leave: Sabbatical leave shall be granted for not more than two (2) full primary terms or less than one (1) full primary term for 10-month professor. Professors with 11- or 12-month contracts shall be granted sabbatical leaves for a period that is equivalent to a full year's assignment or for a half year, as determined appropriately for the 11- or 12-month assignment. If a professor is granted a sabbatical leave for one (1) or two (2) primary terms or a full or partial portion of an 11- or 12-month assignment, this shall be construed as fulfilling their entire entitlement to sabbatical leave privileges until they shall have served another six (6) years as a full-time professor of the District. In certain limited circumstances based on specific and demonstrated need for the applicant's program, approval may be granted for an applicant to take the leave over a two-academic-year period. The applicant will be required to designate, upon application, the specific primary terms they desire within the two-academic-year period and to explain clearly and in detail the time requirements of the proposed sabbatical activity(ies).
- 16.M.6. Application for Sabbatical Deadline: Applicants for sabbatical leave shall file a written request, through the Salary and Leaves Committee and following appropriate procedures, with the Board by the end of the tenth (10<sup>th</sup>) week of the fall semester, immediately preceding the fiscal year during which the sabbatical leave is to be granted.
- 16.M.7. Recommendation: The professor requesting the sabbatical leave shall secure the recommendation of their department chairperson and the appropriate administrator before submitting their application to the appropriate Vice President for recommendation prior to submitting the completed application to the Salary and Leaves Committee for its review.

# SALARY AND LEAVES COMMITTEE

- 16.M.8. Process for Approval: The Salary and Leaves Committee shall use the following standards in forwarding sabbatical applications to the Board of Trustees.
- 16.M.8.a. Completeness: All applicants shall be reviewed for completeness by the Salary and Leaves Committee withing five (5) working days of the initial submission deadline. If the application is declared to be incomplete (required components not included with the proposal), the applicant shall be notified and have an additional five (5) working days to submit any additional requested information.
- 16.M.8.b. Criteria: The Salary and Leaves Committee shall propose objective rating criteria, which are subject to approval by both the Association and the District. Such criteria shall equally weight the value of the proposed scheduled activities to the College and to the applicant's professional growth/enrichment.
- 16.M.8.c. Notification of Committee Recommendation: The Salary and Leaves Committee shall evaluate all complete proposals and rank only those proposals determined to be acceptable. The Salary and Leaves Committee will forward to the Board of Trustee the proposals recommended by the Committee in ranked order. The Committee shall send written notification to all applicants regarding the Committee's recommendations.
- 16.M.8.d. Approved by Board of Trustees: The Salary and Leaves Committee shall submit annually the prioritized list of professors recommended for sabbatical leave in sufficient time to be placed on the agenda for a February meeting of the Board of Trustees. The Board shall take action on the list of applicants for sabbatical leaves no later than the second regular Board meeting following the submission of the list. It is the intent of the District to advocate on behalf of ranked sabbaticals recommended to the Board.
- 16.M.8.e. Notification of Board Action: The Salary and Leaves Committee shall send written notification to each applicant regarding the action taken by the Board. In the event that the applications recommended by the Committee were not authorized by the Board, these applications will automatically be submitted and re-ranked by the Salary and Leaves Committee the next year, along with the new applications. The applicant may choose to withdraw his/her proposal for consideration the subsequent year.
- 16.M.9. Return of Applications: All applications that are not approved for consideration by the Board of Trustees will be returned to the applicants.
- 16.M.10. Limits and Responsibilities while on Sabbatical leave: Before sabbatical applications can be approved, adequate professor replacement must be available.
- 16.M.10.a. Professors on sabbatical leave shall not teach classes at the College while on sabbatical leave unless a class is specifically identified in the application for Sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.M.10.b. Professors on sabbatical leave shall not maintain assignments at the College or reassigned time or grant-related assignments and responsibilities during the leave period unless such assignment is specifically identified in the

## SALARY AND LEAVES COMMITTEE

application for Sabbaticals integral and necessary to the Sabbatical Leave project. Any additional assignments not related to the sabbatical are discouraged by the District, will not be compensated, and must not interfere with the sabbatical's requirements.

- 16.M.10.c. Professors with sabbatical leaves that include proposed courses as part or all of the sabbatical activities shall communicate in writing with the Salary and Leaves Committee, through the co-chairs of the committee, any changes in plans for courses that were proposed. Approval must be secured for substitute courses or activities for courses that are found to be unavailable.
- 16.M.11. Written Agreement: Prior to taking a sabbatical leave, the professor must enter into a written agreement with the Board of Trustees, in which the conditions of the sabbatical leave are clearly stated and mutually agreed upon. Such conditions shall include the requirements of a period of service by the professor, after conclusion of the leave, which is equal to two (2) times the period of leave, and the submission of a written report which is deemed acceptable by the Salary and Leaves Committee.
- 16.M.12. Compensation: While on sabbatical leave, the professor shall receive as compensation 100% of their basic salary for one full contract year or 100% of their salary for one-half contract year. Compensation shall be based on the basic salary the professor would have received during the period of the leave had they continued in regular service during such period, exclusive of additional pay for extra duty. Whether paid by calendar month or academic month, the professor on sabbatical leave shall be paid monthly as though the unit member were at work in the District.
- 16.M.13. No Prejudice of Advancement: The fact that a professor takes a sabbatical leave shall in no way prejudice their normal advancement on the salary schedule or level of responsibility.
- 16.M.14. Effect on Retirement Status: A period of sabbatical leave does not affect retirement status provided retirement contributions shall be made for the period of the leave. Retirement contributions shall be made based on the sabbatical leave compensation and in accordance with Education Code and provisions of the State Teachers' Retirement System.
- 16.M.15. Benefits While on Sabbatical Leave: Full employee benefits shall be paid by the District during the period of sabbatical leave as per Article 8 of this Agreement.
- 16.M.16. Written sabbatical Report: Each professor who takes a sabbatical leave shall submit an acceptable written report to the Board through Salary and Leaves Committee. This report will include a detailed account of the sabbatical activity(ies) and a statement concerning the benefit and value of the sabbatical activity(ies) to the College and to the professor's professional growth and enrichment. Procedures and guidelines established by the Salary and Leaves Committee, for the submission of such a report on a completed sabbatical leave, shall be made available to all sabbatical applicants and other professors upon request. The sabbatical report will be due no later than the first working day of the second academic month of the next academic year.

## SALARY AND LEAVES COMMITTEE

- 16.M.17. Withdrawal of Sabbatical Application: If a professor submits a request for sabbatical leave and withdraws it after December 1, they shall be prohibited from applying again for a period of two (2) years. This restriction shall not apply if verified and reasonable circumstances force the professor to withdraw the application.
- 16.M.18. Incomplete Sabbatical Leave: If the sabbatical program is interrupted or terminated because of serious accident, illness, or other unforeseen extenuating circumstances, this shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid the professor under the terms of the leave agreement provided, however, that the Board of Trustees, through the Salary and Leaves Committee, shall have been notified promptly
- 16.M.19. Service After Sabbatical Leave: After return from sabbatical leave, if the professor does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. In case of death, the professor or their estate shall not be required to return compensation received from the District during the sabbatical leave, but payment shall cease upon the death of the professor on leave.



# SALARY AND LEAVES COMMITTEE

## APPLICATION FOR SABBATICAL LEAVE - **SAMPLE ONLY** – NOT FOR SUBMISSION

APPLICATIONS ARE SUBMITTED ONLINE. THIS FORM REPRESENTS THE INFORMATION NEEDED FOR ONLINE SUBMISSION.

Name of Applicant: \_\_\_\_\_

Department: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone (cell/home): \_\_\_\_\_

Dates of Adjunct Employment at Mt. SAC (If applicable): \_\_\_\_\_ Accumulated LHE: \_\_\_\_\_

Dates of Full Time Employment at Mt. SAC: \_\_\_\_\_

Any Previous Sabbatical Leave(s)? Yes/No

If yes, dates: From \_\_\_\_\_ To \_\_\_\_\_

Previous Leave(s) of Absence or breaks in service in the past 10 years?

If yes, dates: From \_\_\_\_\_ To \_\_\_\_\_

Was leave paid? Yes/No

Effective dates for proposed sabbatical leave:

**10 Month:** One semester  Two semesters  **11/12 Month:** Half Year  Full Year

**10 Month:** Fall (year) \_\_\_\_\_ Spring (year) \_\_\_\_\_

**11/12 Month:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Formal Study  Independent Study  Work Experience

Combination (specify) \_\_\_\_\_

### ATTACHMENTS NEEDED:

- A THREE TO FOUR SENTENCE ABSTRACT OF YOUR PLAN FOR PREPARATION OF THE BOARD OF TRUSTEES AGENDA WRITTEN IN THIRD PERSON.
- A COMPREHENSIVE, WRITTEN STATEMENT OF THE PROPOSED SABBATICAL ACTIVITY(IES) INCLUDING:
  - DESCRIPTION OF THE NATURE OF THE ACTIVITY(IES)
  - TIMELINE OF THE ACTIVITY(IES)
  - PROPOSED RESEARCH DESIGN AND METHOD(S) OF INVESTIGATION, IF APPLICABLE
- A STATEMENT OF THE ANTICIPATED VALUE AND BENEFIT OF THE PROPOSED SABBATICAL ACTIVITY(IES) TO THE APPLICANT, HIS/HER DEPARTMENT OR SERVICE AREA, AND THE COLLEGE.
- STATEMENT OF RECOMMENDATION.
- ACADEMIC REFERENCE LIST/ WORKS CITED/SELECTED BIBLIOGRAPHY (IF APPLICABLE).

***Any change or modification of the proposed sabbatical activity(ies) as evaluated and approved by the Salary and Leaves Committee must be submitted (in writing) to the Committee for reconsideration.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*CONTINUED — APPLICATION FOR SABBATICAL LEAVE - SAMPLE ONLY — NOT FOR SUBMISSION*

Applicant: \_\_\_\_\_

**RECOMMENDATION BY THE DEPARTMENT/DIVISION**

- The signatures reflect awareness of the sabbatical plan for the purpose of personnel replacement and what impacts the leave may have on the department operations.
- The applicant must obtain recommendations from their department chairperson and the appropriate administrator on the application prior to submission to the Salary and Leaves committee.
- If approval is recommended, department chairs and appropriate administrators are required to submit a statement regarding the value of the sabbatical plan to the College, division/department, and individual, directly to Salary and Leaves Committee.

**Department Chairperson:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I recommend approval of the sabbatical leave and acknowledge that consideration was given to whether the leave will be detrimental to the department. (16.M.7)
- I do not recommend approval of this sabbatical leave request as doing so would be detrimental to the department. (16.M.7).

**Division Dean:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I recommend approval of the sabbatical leave and acknowledge that consideration was given to whether the leave will be detrimental to the department. (16.M.7)
- I do not recommend approval of this sabbatical leave request as doing so would be detrimental to the department. (16.M.7).

**RECOMMENDATION OF THE APPROPRIATE VICE PRESIDENT**

- I recommend approval of the sabbatical leave and acknowledge that consideration was given to whether the leave will be detrimental to the department. (16.M.7)
- I do not recommend approval of this sabbatical leave request as doing so would be detrimental to the department. (16.M.7).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Human Resources by: \_\_\_\_\_ Date: \_\_\_\_\_

***APPLICATIONS ARE SUBMITTED ONLINE. THIS FORM REPRESENTS THE INFORMATION NEEDED FOR ONLINE SUBMISSION.***



# SALARY AND LEAVES COMMITTEE

Applicant: \_\_\_\_\_

### FOR SALARY & LEAVES COMMITTEE USE ONLY

Application Received:

By: \_\_\_\_\_ Date: \_\_\_\_\_

- Complete
- Incomplete (*If incomplete, applicant is given 5 working days to resubmit*)

Date returned to applicant: \_\_\_\_\_

Due date for resubmission: \_\_\_\_\_

Date resubmission received: \_\_\_\_\_

Complete application sent to individual Committee Members for review: \_\_\_\_\_

Reviewed by Committee as a whole:

Action:

- Acceptable
- Conditionally Acceptable with Additional Information
  - Additional information requested. Due back by: \_\_\_\_\_
- Not acceptable – Not recommended to the Board of Trustees

Review of Conditionally Accepted Applications:

- Acceptable
- Not Acceptable – Not recommended to the Board of Trustees

OVERALL Recommendation:

- Recommended to Board of Trustees  
Ranked as # \_\_\_\_\_ of \_\_\_\_\_ (# of applications)

Notification:

Applicant notified of Committee Action

Applicant notified of Board of Trustees Action

Date:

By:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson(s), Salary and Leaves Committee



# SALARY AND LEAVES COMMITTEE

## **PROCEDURES FOR PROCESSING SABBATICAL LEAVE APPLICATIONS**

*(Please refer to the attached calendar for the detailed timeline)*

1. Applications are submitted online via Smartsheet at [Sabbatical Application](#). The Salary and Leaves Committee will review all online applications for completeness. If an application is determined to be incomplete (required components not included with the proposal), the applicant shall be notified and will have an additional five (5) working days to submit any additionally requested information.
2. Complete applications are copied and distributed to all Committee members.
3. Committee members review and rate each complete application according to the appropriate criteria.
4. Committee members turn in a copy of the rating sheets for each applicant to the Committee chair for tabulation on the Summary Rating Sheets. Copies are to be returned to Committee members after tabulation. Chair provides each Committee member with a copy of the tabulated data on the Summary Rating Sheets. All rating sheets are confidential.
5. The Committee meets and confidentially discusses differences or variations in individual Committee member ratings, and each Committee member makes changes in their ratings as deemed necessary.
6. The Committee identifies applications that are acceptable and those that are unacceptable.
7. Committee members shall rank only those proposals determined to be acceptable.
8. A confidential copy of the Summary Rating Sheets and the Summary Ranking Sheet will be placed on file in Human Resources.
9. A list of acceptable applications, in ranked order, will be forwarded to the Board of Trustees.
10. The Committee shall send written notification to all applicants regarding the committee's recommendations.
11. The Board of Trustees shall take action on the ranked list of acceptable applications for sabbatical leaves no later than the second regular Board meeting following the submission of the list.
12. The Committee shall send written notification to each applicant regarding the action taken by the Board of Trustees.
13. The Committee takes necessary action for any changes in granted sabbaticals, i.e., cancellations, time or proposed activity changes, etc., with any substitutions to be made only before commencement of the leave period.
14. If coursework taken during the sabbatical leave will be used for salary schedule advancement, a Petition for Column Crossover for all coursework must be submitted to the Salary and Leaves Committee in addition to the sabbatical leave application.



# SALARY AND LEAVES COMMITTEE

## SABBATICAL LEAVE APPLICATION RATING SHEET

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Date: \_\_\_\_\_ # Previous Sabbaticals: \_\_\_\_\_

Rating Criteria	Rating (0 – 5)
1. Evidence of planning, preparation, and clarity in the proposal	
2. Merit and value of the proposed activity to the applicant's professional growth and enrichment	
3. Merit and value of the proposed activity to the instructional program or service areas of the College	
4. Statement of recommendation from division dean, department chairperson or associate dean, and/or colleagues (No = 0 or Yes = 5)	
<b>TOTAL POINTS:</b>	

HR USE ONLY	Recency of last sabbatical or hire date	Number of years of service to college as an academic employee	Number of previous sabbatical leaves

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_



# **SALARY AND LEAVES COMMITTEE**

## **GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS**

The following suggestions are made to assist academic personnel in preparing sabbatical leave reports to facilitate acceptance by the Board of Trustees. The Salary and Leaves Committee who review and recommend all sabbatical leave reports prepared these guidelines.

The “Sabbatical Leave Report” is not the “Sabbatical Project.” It is an approximately 10-15-page document that explains and summarizes the activities during the sabbatical leave. A report of activities is required whether the leave was a project, study, travel, or combination. Please see guidelines below.

### **A. In preparing the sabbatical leave report:**

1. Remember the report is a comprehensive and evaluative account of the sabbatical activity(ies) and is required in addition to the submission of a project, confirmation of completion of courses, confirmation of contracted work or externship, or confirmation of a completed plan of independent study, research, writing and/or travel.
2. While on independent study leave that involves travel, faculty should collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to the sabbatical report, where applicable.
3. While on leave, maintain a record of sabbatical activities to be included in the sabbatical report.
4. Before writing the report, consider discussing the report with colleagues who have completed recent sabbaticals and with members of the Salary and Leaves Committee.
5. The report shall include a clear description of the research design and method(s) of investigation, if applicable.
6. The report shall include verification of units completed (transcripts or letter of completion by the instructor, if applicable).
7. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.
8. A clear distinction should be made between personal opinion, empirical results, and results based on true research of systems, theories, and data, etc.
9. The independent study report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.
10. The faculty member reporter must submit an electronic copy of the report to the Salary and Leaves Committee by the first workday of the second month of the school year following the sabbatical leave.

# SALARY AND LEAVES COMMITTEE

## **B. Sabbatical Leave Report FORMAT:**

1. Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling, and punctuation.
2. One (1) electronic copy shall be emailed to [salaryandleaves@mtsac.edu](mailto:salaryandleaves@mtsac.edu). The report shall have adequate margins and be doubled spaced for ease of reading.
3. The report shall include proper citations, if applicable.
4. Pages shall be numbered consecutively, in a professional manner, consistent with the typeface used in the report.

## **C. The Sabbatical leave report shall include:**

- Title page
- Table of contents including headings, listings, data, plates or illustrations, maps, charts, etc.
- Copy of the sabbatical leave application proposal
- Statement of purpose
- Body of report (approximately 10 – 15 pages)
- A detailed record of sabbatical activities
- Conclusions (summary concerning the benefit and value to the College and to the unit member's professional growth.)
- Project (if appropriate)
- Appendix (index, bibliography, and other appendages)
- Abstract of Sabbatical Leave to be submitted to the Board of Trustees written in third person.



# SALARY AND LEAVES COMMITTEE

## TENTATIVE CALENDAR FOR PROCESSING SABBATICAL LEAVE REPORTS

Upon return from sabbatical leave, and not later than the first working day of the second school month of the next school year, the employee shall submit a written report regarding his/her sabbatical leave to the Board of Trustees through the Salary and Leaves Committee.

1. Faculty submit the electronic report to the Salary and Leaves Committee via the Vice President of Human Resources office by no later than the first workday of the second school month. (i.e., September 1, 2026, for a 2025-26 sabbatical leave.)
2. Salary and Leaves Committee review reports by mid-October.
3. Notification regarding recommended revisions is sent to faculty by mid-November.
4. Corrected reports are submitted to Salary and Leaves Committee by first College workday in January.
5. The Salary and Leaves Committee recommends satisfactory reports.
6. The Salary and Leaves Committee sends an abstract of the approved reports to the Board of Trustees for acceptance at the March Board meeting.
7. The Board will take action.
8. The Salary and Leaves Committee chairperson will notify the employee of the Board's action.



# SALARY AND LEAVES COMMITTEE

## COMMITTEE MEMBERS CHECKLIST FOR REVIEWING SABBATICAL LEAVE REPORTS

Sabbatical Recipient: \_\_\_\_\_ Date Received: \_\_\_\_\_

Completed report must include the following:		Meets	Does Not Meet	N/A	
1.	Table of contents (headings, listing, data, illustrations, etc.)				Comprehensiveness
2.	Copy of sabbatical application proposal				Examples of pertinent materials
3.	Statement of purpose				Clear description of research design and methods of investigation (if applicable)
4.	Presentation of Sabbatical project				Verification of course work units completed
5.	Pages numbered consecutively				Substantiates conclusions, cites research or other sources of data
6.	Submission by deadline				Distinguishes between personal opinion, empirical results, research, theory
7.	Pertinent appendices				Uses scholarly approach with attention to detail
8.	Footnotes (if applicable)				Detailed record of the sabbatical activity(ies)
9.	Professional appearance and polished grammar				Statement concerning the benefit and value of the sabbatical activity(ies) to the College
10.	Abstract of Sabbatical Project for Board Report written in third person				Statement concerning the benefit & value of the sabbatical activity(ies) to the unit member's professional growth

### Notes

Comments by Committee Member:

Recommendations by Committee Member:

Accept as submitted

Accept with modifications noted

Not acceptable  
(Needs full Committee review)

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date