

SALARY AND LEAVES COMMITTEE

SABBATICAL LEAVE ORIENTATION MEETING FOR SABBATICALS TO BE TAKEN IN 2025-26

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 - b. Role of the Committee
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GUIDELINES FOR PREPARING SABBATICAL LEAVE APPLICATION PROPOSALS

WRITING YOUR PROPOSAL

The following suggestions are made to assist academic personnel 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.) **NOTE: Work on the sabbatical leave is limited to the fall and spring terms for full-year leaves for 10-month faculty.**

WHAT IS THE SABBATICAL LEAVE PROPOSAL?

The sabbatical leave application proposal is a request for the privilege of a sabbatical extended to academic personnel by the Mt. San Antonio College District under conditions negotiated by the Mt. San Antonio College Faculty Association and the Board of Trustees. The proposal should stress the importance, significance, and benefits of this experience to the faculty member and their service to this institution. The Committee will review, evaluate, and rank each request using established uniform and fair criteria.

HOW SHOULD YOU PREPARE YOUR SABBATICAL LEAVE APPLICATION PROPOSAL?

Before you begin:

- Review all contract guidelines, criteria, handouts, etc.
- Review the rubric so that you know how the weighting of the criteria will be used in the evaluation of 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.

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 and be willing and able to carry it

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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.

Writing your proposal (specific guidelines):

For a **FORMAL STUDY** sabbatical proposal:

- Verify that 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 Course Approval 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.

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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 that 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.

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, that 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 now 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 that 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 1** 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.
- If using banked leave:
 - a. Leave must be banked prior to taking Sabbatical.
 - b. Failure to use banked leave reduces salary for the Sabbatical period and STRS retirement credit proportionately.



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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: _____ Date: _____

Department: _____ Division: _____

Email: _____ Ext.: _____ Phone (cell/home): _____

Address: _____

City: _____ Zip: _____

Dates of Adjunct Employment at Mt. SAC: _____ Accumulated LHE: _____

Dates of Full Time Employment at Mt. SAC: _____ Dates of last sabbatical: From _____ To _____

Any Previous Sabbatical Leave(s)? No/Yes If yes, dates: From _____ To _____

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

Yes/No Dates: _____ Paid? Yes/No

Length of sabbatical leave requested:

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

Effective dates for proposed sabbatical leave:

10 Month: Fall (year) _____ Spring (year) _____

11/12 Month: Start Date _____ End Date _____

Formal Study Independent Study Work Experience

Combination (specify) _____

I plan to use banked leave to supplement my sabbatical leave. No Yes*

*(*If yes, you must submit a separate "Use Banked Leave" form to your Division office, be approved by your Dean, and received by Human Resources by the third week of the semester preceding your leave.)*

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.
- LETTERS OF RECOMMENDATION (ENCOURAGED).
- ACADEMIC REFERENCE LIST/ WORKS CITED/SELECTED BIBLIOGRAPHY

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: _____

SABBATICAL APPLICATION CONTINUED – SAMPLE ONLY - NOT FOR SUBMISSION

Applicant: _____

ACKNOWLEDGMENT BY THE DEPARTMENT/DIVISION

- The acknowledgment signatures reflect awareness of the sabbatical plan for the purpose of personnel replacement.
- 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 the Office of Instruction.
- Applicants must obtain the signatures of acknowledgment prior to submitting application to the Salary and Leaves committee.

Department Chairperson:

Name: _____ Signature: _____ Date: _____

I certify that this leave will not be detrimental to the department. (16.K.7)

Division Dean:

Name: _____ Signature: _____ Date: _____

I certify that this leave will not be detrimental to the department. (16.K.7)

ACKNOWLEDGMENT OF THE APPROPRIATE VICE PRESIDENT (INSTRUCTION OR STUDENT SERVICES)

Signature: _____ Date: _____

Received in Instruction by: _____ Date: _____

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



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Applicant: _____

For Salary and Leaves Committee use:

Received by Office of Instruction Date: _____ By: _____

Application - Complete/Incomplete? 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: Date: _____ By: _____

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

Recommendation:

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

Notification:

Applicant notified of Committee Action Date: _____ By: _____

Applicant notified of Board of Trustees Action _____

Signature: _____ Date: _____
Chairperson, Salary and Leaves Committee



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PROCEDURES FOR PROCESSING SABBATICAL LEAVE APPLICATIONS

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

1. Applications are submitted online. HR 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 the VPHR Office.
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 Course Approval for all coursework must be submitted to the Salary and Leaves Committee in addition to the sabbatical leave application.



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SABBATICAL LEAVE APPLICATION RATING SHEET

Name of Applicant: _____ Date: _____

Employment Date: _____ # Previous Sabbaticals: _____

Rating Criteria:

	Rating: (0 – 5)		Weight Factor		Total
1. Merit and value of the proposed activity to the instructional program or service areas of the College	[]	X	4.0	=	[]
2. Merit and value of the proposed activity to the applicant's professional growth and enrichment	[]	X	4.0	=	[]
3. Statement from division dean, department chairperson or associate dean, and/or colleagues	[]	X	3.0	=	[]
4. Evidence of planning, preparation, and clarity in the proposal	[]	X	4.0	=	[]
5. Appropriateness of time requested	[]	X	2.0	=	[]
6. Recency of last sabbatical leave (1 point for each year since last leave)	[]	X	1.0	=	[]
7. Number of years of service to the College as an academic employee (1 point for each year beyond the 7 year requirement)	[]	X	1.0	=	[]
8. Number of previous sabbatical leaves (10 points – deduct 1.5 points for each previous semester of leave)	[]	X	1.0	=	[]
TOTAL POINTS:					[]

Directions to Committee member:

Points shall not be rounded off.

Regarding criteria 6:

The equivalence of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of part-time (30 LHE is equivalent to 1 year) with full-time assignments, if any.

Regarding criteria 6, 7 & 8:

HR will predetermine this information.

Committee Member: _____ Date: _____



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SAMPLE SABBATICAL LEAVE OF ABSENCE AGREEMENT

(To be compiled by Human Resources and sent to applicant after approval of Sabbatical Leave)

This is an agreement between the Mt. San Antonio Community College District (hereinafter referred to as District) and _____ (hereinafter referred to as Employee).

The District and Employee agree as follows:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than seven (7) consecutive years of service to the District immediately preceding the granting of the sabbatical leave of absence.
3. Employee has made application for a: Formal study Independent study Work Experience Combination sabbatical leave of absence.
4. Such leave to take place from _____ to _____. **SABBATICAL CREDIT WILL BE GIVEN ONLY FOR WORK DURING PRIMARY TERMS.**
5. The provisions of Education Code Sections 87767 through 87775 govern the sabbatical leave of absence.
6. The District shall pay Employee **80% of the employee's current salary** for the period of the leave of absence to be paid in equal monthly payments in the same manner as regular instructors are paid.
7. Employee plans to use banked leave to supplement my sabbatical leave. No Yes
*(Note: If yes, a separate "Use Banked Leave" form **must** be submitted to your Division office, be approved and received by Human Resources by the third week of the semester preceding your leave.)*
8. Employee shall render at least ____ years of service therein, equal to twice the length of the sabbatical leave, following Employee's return from leave.
9. The District waives all requirements of furnishing a bond.
10. Employee shall perform service of a professional nature as delineated in the employee's sabbatical leave application as approved.
11. Upon return from the leave, employee shall submit, through the Salary and Leaves Committee, evidence in the form of a written report satisfactory to the Board of Trustees that such service was performed as agreed. This report is due the first working day of the second academic month of the term following the sabbatical leave.
12. Employee shall make no change in the approved sabbatical plan without advance approval of the Salary and Leaves Committee.
13. Employee agrees failure to return to duty or failure to submit a written report satisfactory to the Board of Trustees shall require the employee to reimburse the Mt. San Antonio Community College District any and all monies paid while on sabbatical leave.

Mt. San Antonio CCD

Employee's Signature

Date

By: _____
Date



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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 that 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 should maintain a complete copy of the sabbatical report in his/her personal file.
11. The faculty member reporter must submit an electronic copy of the report to the Salary and Leaves Committee by the first work day of the second month of the school year following the sabbatical leave.



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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
3. The report shall have adequate margins and be doubled spaced for ease of reading.
4. The report shall include proper citations, if applicable.
5. 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.



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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's office by no later than the first work day of the second school month. (i.e., September 1, 2016, for a 2015-16 sabbatical leave.)
2. Salary and Leaves Committee reviews reports by mid-October.
3. Notification regarding recommended revisions is sent to faculty by mid-November.
4. Corrected reports are resubmitted to the Salary and Leaves Committee by the first College work day 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.



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COMMITTEE MEMBERS CHECKLIST FOR REVIEWING SABBATICAL LEAVE REPORTS

Sabbatical Recipient: _____ Date Received: _____

Completed Sabbatical Report must include the following:

	Meets	Does not meet	N/A	
<input type="checkbox"/>				A. Comprehensiveness
<input type="checkbox"/>				B. Examples of pertinent materials
<input type="checkbox"/>				C. Clear description of research design and methods of investigation (if applicable)
<input type="checkbox"/>				D. Verification of course work units completed
<input type="checkbox"/>				E. Substantiates conclusions, cites research or other sources of data
<input type="checkbox"/>				F. Distinguishes between personal opinion, empirical results, research, theory
<input type="checkbox"/>				G. Uses scholarly approach with attention to detail
<input type="checkbox"/>				H. Detailed record of the sabbatical activity(ies)
<input type="checkbox"/>				I. Statement concerning the benefit and value of the sabbatical activity(ies) to the College
<input type="checkbox"/>				J. Statement concerning the benefit and value of the sabbatical activity(ies) to the unit member's professional growth
<input type="checkbox"/>				Table of contents (headings, listing, data, illustrations, etc.)
<input type="checkbox"/>				Copy of sabbatical application proposal
<input type="checkbox"/>				Statement of purpose
<input type="checkbox"/>				Presentation of Sabbatical project
<input type="checkbox"/>				Pages numbered consecutively
<input type="checkbox"/>				Submission by deadline
<input type="checkbox"/>				Pertinent appendices
<input type="checkbox"/>				Footnotes (if applicable)
<input type="checkbox"/>				Professional appearance and polished grammar
<input type="checkbox"/>				(1) electronic report via email.
<input type="checkbox"/>				Abstract of Sabbatical Project for Board Report written in third person.

Notes:

Comments by Committee Member:

Recommendations by Committee Member:

Accept as submitted

Accept with modifications noted

Not acceptable
(Needs full Committee review)



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Signature of Committee Member

Date