

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.35030 DP

SABBATICAL LEAVES

3.35030 DP

In accordance with district regulations the vice chancellor of educational services will coordinate the selection of candidates for recommendation to the chancellor. The following guidelines for the selection of candidates will be adhered to:

I. General Guidelines

- A. The proposed program of activities during the sabbatical leave must show potential benefit to the institution/district. The following are some possible activities for a sabbatical leave:
 - (1) enrichment
 - (2) formal study, research, and writing
 - (3) institutional research
 - (4) professional experience
 - (5) specific curriculum development
- B. Persons on sabbatical leave will not be assigned any teaching overload by the district.
- C. Preference will be given to those persons who have not previously been awarded a sabbatical leave by the district.
- D. Not more than four percent of the faculty or three percent of the administrative staff will be on leave at one time.
- E. Applications will be considered on the basis of professional growth to the applicant.
- F. All candidates considered will have completed six (6) or more years of continuous service to the district.

II. Faculty

- A. A district sabbatical leave committee will be established to include the vice chancellor of educational services (chairperson), the deans of instruction, and two faculty members from each college (who have completed six years of service with the district and who are not applying for sabbatical leave). The faculty committee members will be chosen by their respective campus faculty associations for alternate three-year terms.

- B. Applications will be submitted to the college president and, if approved, forwarded to the vice chancellor of educational services no later than January 10 preceding the year the leave will become effective. The request will be accompanied by a summary of the applicant's plan for using the granted time.
- C. The vice chancellor of educational services will submit the application to the sabbatical leave committee for its recommendation.
- D. All applicants will be notified by the vice chancellor of educational services no later than March 10 of the same year of the action of the board regarding the disposition of their applications.
- E. Successful applicants will be notified upon the recommendation of the vice chancellor of educational services and the approval of the chancellor and the board.
- F. Exceptions to these deadlines may be considered by the sabbatical leave committee.

III. Administrators and District Officers

- A. The chancellor will appoint an administrative sabbatical leave committee upon receiving an application for such leave from an eligible administrator. Administrators and district officers shall be eligible for a two-month sabbatical after every third year of full-time administrative service provided, however, that the administrator or district officer not be absent from the district more than three consecutive months. This committee will consist of the vice chancellor of educational services who will serve as chairperson of the committee, and one full-time administrator from each college. No administrator can be a member of the administrative sabbatical leave committee if he/she is applying for sabbatical leave.
- B. Applications will be submitted to the appropriate district officer if approved, forwarded to the vice chancellor of educational services no later than January 10 preceding the beginning of the fiscal year in which the leave is to be taken. Exceptions to this procedure may be approved by the chancellor.
- C. The request will be accompanied by a summary of the applicant's plan for using the granted time.
- D. The vice chancellor of educational services will submit the application to the administrative sabbatical leave committee for recommendations.
- E. Sabbatical leaves will be granted upon the recommendation of the vice chancellor of educational services and the approval of the chancellor and the board.

Approved: Chancellor
April 1, 1975
(Editorial Corrections 7/10/06)