Information for Types A and B Sabbatical Leaves

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Professional Standards Committee | Cosumnes River College

This information sheet explains the Type A and Type B sabbatical leaves for faculty at Cosumnes River College and how to apply. This information is from the LRCFT Contract Section 11.6 for professional development leaves.

What is a sabbatical leave?

A sabbatical leave is when a tenured or tenure-track faculty member is released from regular teaching and college service duties to engage in a study, project, or other activity which falls outside their regular work.

*What is “regular work?”*

This includes teaching classes and holding office hours (1.0 FTE load), performing college service (5 hours per week), and fulfilling 12 hours of FLEX per semester. Regular work also includes routine updating of curriculum and courses.

Sabbatical leaves address one or more of the following:

* Developing or revising certificate or degree programs
* Enhancing student access and success at the course, program or institutional level
* Revising or determining feasibility of new or existing programs
* Improving curriculum, educational delivery systems, student personnel or other support services
* Upgrading academic, technical and vocational skills and knowledge for current or future assignments
* Retraining for a future new assignment in a needed area determined by the college or district

*Consider before applying:* If you anticipate being paid for work you produce through the sabbatical or future commercial benefits through sales, be advised the District may be entitled to a portion of your earnings. Please contact the Professional Standards Committee chair for more information.

Who is eligible?

*For a Type A Leave*: The faculty member must be tenured. For faculty who have been awarded a Type A leave in the past, there must be 7 years of satisfactory service between Type A leaves.

*For a Type B Leave:* The faculty member must be tenured or tenure track with 3 full years of service with the District.

How do I decide how much leave time to apply for?

|  |  |  |
| --- | --- | --- |
| The Professional Standards Committee recognizes that diverse types of projects and activities may necessitate different ways of calculating how a faculty member spends their release time. In addition, faculty members will differ in their individual pace for completion of work. The calculation of leave time can be challenging but is a useful exercise in thinking through the process of developing a project.  *Type B Leave*: A faculty member can ask for up to 100% release time. Typically, faculty members ask for release time in increments of 0.2 FTE (since this constitutes 1 class). |  | Here is a quick conversion chart for the time to both prep and teach classes:  0.2 FTE – 126 hours  0.4 FTE – 252 hours  0.6 FTE – 378 hours  0.8 FTE – 504 hours  1.0 FTE – 630 hours |

Regardless of how much release time a faculty member is granted for a Type B leave, they must still fulfill their college service and FLEX obligations for the semester.

*Type A Leave*: A faculty member is released from all teaching, FLEX, and college service for the semester. This constitutes 720 hours or 45 hours for 16 weeks.

What are the selection criteria?

The Professional Standards Committee reviews all applications and evaluates them based on a rubric (see attached). The committee invites selected candidates for an interview and then submits recommendations to the college president who presents them to the Board of Trustees for approval.

The contract says these are the primary factors in evaluating applications:

* The relative potential benefit to the students, college programs, the institution and/or the faculty member making the request.
* The applicant’s high level of performance of duties.

The final selection of candidates resides with the Board of Trustees.

What happens after I am awarded a sabbatical?

Faculty members should first alert their department chair and dean immediately of a successful sabbatical application since their classes will need to be re-staffed. Other responsibilities include:

* Complete the project as outlined in the proposal during the time allotted.
* Submit a report within three months of returning to regular duties to the Professional Standards Committee (the committee reviews the report and recommends approval or disapproval to the college president. If approved, the report is transmitted to the chancellor.)
* Report the results of the project with colleagues, the college, community, or where appropriate.
* Submit a self-evaluation with the Professional Standards Committee one year following return from leave

Applying for Sabbatical Leave

To apply for sabbatical leave Types A or B please follow the instructions for filling out the Los Rios Sabbatical Leave Application Form and the CRC Supplemental Form sent during Week 1 of the semester.

The typical application timeline is as follows each semester:

|  |  |
| --- | --- |
|  | Week 1: Call for Sabbatical Applications sent by PSC through email  Week 4: Applications Due  Weeks 5/6: Interviews held on Friday afternoons  Weeks 8-10: Applicants informed of decision by College President  Weeks 10-16: Successful applicants inform department chair and dean, prepare for sabbatical leave |

Checklist For Types A and B Sabbaticals

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Please use this checklist to complete your sabbatical leave application. The Professional Standards Committee is available to answer questions and clarify the application process. In addition, applicants are encouraged to review previously funded projects (available in the Library and on the website) and discuss their project ideas broadly before applying.

Step 1

🞏 Complete the Los Rios Sabbatical Leave Application Form

This includes:

* The Application Form
* A Narrative of the Project
* A Plan of Evaluation
* A Plan for Sharing Results

Step 2

🞏 Complete the CRC Supplemental Form for Types A & B Sabbaticals

This includes:

* The Application Form
* Explanation of Requested Leave Time
* Attached copy of most recent Self Study

Step 3

🞏 Submit completed application forms to the Professional Standards Committee Chair in both hard copy and electronic form by the due date.

Did you remember to:

🞏 Have your dean sign the Los Rios Sabbatical Leave Application Form

🞏 Inform your chair and any impacted faculty about your proposal and sign the Supplemental Form?

Step 4

🞏 Interviews will be conducted on Friday afternoons of Week 5 and/or Week 6 of the semester.

CRC Supplemental Application Form For Types A and B Sabbaticals

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Please complete this form to apply for a Type A or B Sabbatical Leave at CRC. Complete applications will also include the Los Rios Sabbatical Application Form. The completed form must be sent electronically to the PSC chair and must be printed with an original signature.

**1. Name:**

**2. Position:**

**3. CAC or Division:**

**4. I am applying for a:**

\_\_\_ Type A Sabbatical

\_\_\_ Type B Sabbatical at \_\_\_\_ FTE (ex. 0.4 FTE)

**5. For which semester and year are you applying?**

**6. List all previously awarded sabbaticals.**

*For each sabbatical include if it was a Type A or B (and how much FTE), which year and semester it was awarded, if the report was submitted and approved by the PSC, and how the results were shared.*

**7. Explain how you arrived at the requested leave time.**

*You may break this down in any way that best suits your proposal. For example, you may provide a weekly or monthly breakdown of how the hours will be used, or provide a timeline of activities and their approximate hours for the semester as a whole.*

**8. I have attached my most recent Self Study.**

*Why do we ask for the Self Study? One of the selection criteria from the LRCFT Contract is that successful candidates must perform their duties to a high level. The Self Study is a standardized report that all faculty members must submit during the peer review process (so it is comparable across disciplines) and details a faculty member’s college service and a record of the classes they teach.*

The committee asks candidates to inform their department chair of their application since sabbaticals impact scheduling of classes. The candidate does not need the chair’s approval to apply. Candidates should also inform colleagues who may be impacted by the project, particularly as it effects their program or course offerings.

\*By signing this applicating I acknowledge that I have informed my department chair and any colleagues whose work may be impacted by my proposal.

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Candidate Signature and Date