

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

Effective September 25, 2014

Procedure 5-03 (C)

Page 1 of 6

SEMESTER SABBATICALS

- (1) Staff/Administrators are eligible to apply for sabbatical leave as early as their sixth year of full-time status for granted sabbaticals scheduled to begin during the Staff/Administrator's seventh year of full-time status. Staff/Administrators who wish to be considered for sabbatical leave are required to submit the "Application for Sabbatical Leave" form to the Human Resources Department within the first two weeks of the semester for initial eligibility screening. Sabbatical leave forms are available in the Human Resources Department. Supporting documentation is not required to be submitted with the application at this time. This should be done at least two semesters prior to the beginning of leave. For the purposes of this procedure, the timeline begins during the week that the semester officially begins regardless if the semester begins on a Monday.
- (2) The Human Resources Department will complete an initial eligibility screening and will return applications to sabbatical candidates during week three of the semester. Candidates who do not meet initial eligibility requirements will be notified in writing of the eligibility requirement(s) that was not met.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to their division Vice President for review of their "Application for Sabbatical Leave." Appeals must be submitted in writing to the division Vice President's office during week four of the semester. The division Vice President will review the candidate's request for appeal and return a decision to the candidate during week five of the semester. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (3).

- (3) Staff/Administrators who meet initial eligibility requirements must forward the "Application for Sabbatical Leave" form, along with supporting documentation, to their department administrator during week six of the semester.
- (4) During week seven of the semester, the department administrator will review the candidate's sabbatical request and add his/her recommendation to the candidate's "Application for Sabbatical Leave" form and forward to the division Vice President.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)

Effective September 25, 2014

Procedure 5-03 (C)

Page 2 of 6

- (a) In reviewing the candidate's request for sabbatical leave, the department administrator will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives. Department administrators are required to meet with the candidate to ensure a complete understanding of the proposed sabbatical experience. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate's application for sabbatical leave.
 - (b) The department administrator will return applications that do not receive a positive recommendation for sabbatical leave, and meet with these individuals by the end of week eight of the semester to discuss the reasons. Department administrators should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.
- (5) In the event that a staff/administrator member wishes to appeal the recommendation to his/her application for sabbatical, he or she must submit a written request for appeal, along with his/her sabbatical application, to the division Vice President responsible for his department within one week of sabbatical denial.
- (a) The division Vice President will appoint a review panel consisting of one staff/administrator from the candidate's department and division and two staff/administrators from outside the candidates department and division. The panel will review the candidate's application and documentation for sabbatical leave and forward a final recommendation to the Vice President. Candidates will be notified in accordance with paragraph (7) of this procedure.
- (6) Each of the division Vice Presidents will select a staff/administrator from his/her area to serve on a committee that will review and comment upon the strengths and weaknesses of each recommended sabbatical application.
- (a) In reviewing the candidate's request for sabbatical leave, the review committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)

Effective September 25, 2014

Procedure 5-03 (C)

Page 3 of 6

Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources that would reflect positively on the candidate's application for sabbatical leave.

- (b) The review committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by the committee in all categories to receive a favorable recommendation. In the event that there are more affirmative recommendations than can be funded by the college, the committee will review and rank the sabbatical applications. The department administrator will notify the division Vice President of the highest ranked applications within the department and will forward all applications to the division Vice President.

If possible, the committee will select at least twice the number of available sabbaticals. The selected applications will be given to the President's Office for final recommendations by the end of week eleven of the semester.

- (7) By the end of week twelve in Autumn Semester, the President's Office will notify sabbatical leave candidates, Human Resources Department, division Vice President's, and department administrators of final recommendations to requested sabbaticals.
- (8) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review all relevant wage and benefit details related to the sabbatical, such as payroll adjustments, continuation of benefits, and accumulation of service credit.

NON-STANDARD PROFESSIONAL DEVELOPMENT SABBATICALS

- (9) Staff/Administrators are eligible to apply for non-standard professional development sabbatical leave at any time beginning after at least one year of full-time status. Professional development sabbaticals are limited to no more than one opportunity within two academic years and can be taken during any semester in which the staff/administrator is employed by the college.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

Effective September 25, 2014

Procedure 5-03 (C)

Page 4 of 6

- (10) Staff/Administrators who wish to be considered for non-standard professional development sabbatical leave are required to submit the “application for sabbatical leave” along with documentation in support of how the sabbatical will support the candidate’s professional growth, and well as the department, divisional and college goals and initiatives to the Human Resources Department at least two months prior to the beginning of leave. If an opportunity arises that prevents a two-month notice, special permission from the department administrator will be required.
- (11) Within one week from the date of application, human resources will confirm eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met.
- (12) Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the division Vice President for a review of their “application for sabbatical leave.” Appeals must be submitted in writing to the division Vice President within one week of ineligibility notice. The Vice President will review the candidate’s request for appeal and return a decision to the candidate within one week. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (10).
- (13) An expedited process will be used to review non-standard professional sabbatical leaves. Within two weeks of the sabbatical application, division Vice Presidents will convene a meeting of the standing Sabbatical Review committee as established in paragraph (6), to consider the candidate’s request for sabbatical leave. The Review Committee will make a recommendation to the department administrator of whether the sabbatical should be approved.
 - (a) In reviewing the candidate’s request for sabbatical leave, the Review Committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate’s professional development needs as well as their utility in furthering departmental goals and objectives. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate’s application for sabbatical leave.
 - (b) The Review Committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

Effective September 25, 2014

Procedure 5-03 (C)

Page 5 of 6

Candidates must have a minimum ranking of “acceptable” by the committee in all categories to receive a favorable recommendation. In the event there are more affirmative recommendations than can be funded by the college, the committee will review and rank the sabbatical applications. The department administrator will notify the division vice president of the highest ranked applications within the department and will forward all applications to the division Vice President.

- (14) Within three weeks of the application for sabbatical, the department administrator and the Sabbatical Review Committee as established in paragraph (6), will review the candidate’s sabbatical request and will make their recommendation of the candidate’s request for sabbatical.

Favorable recommendations from the candidate’s review committee and administrator are required for a candidate to be granted sabbatical leave.

- (15) The department administrator will meet with the candidates who are not approved. Applications not approved for sabbatical leave will be returned to staff/administrators within four weeks of initial application. Department administrators should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.
- (16) Sabbatical leave awardees will be notified by the division Vice President or his/her designee that their request has been approved.
- (17) In the event that a staff/administrator wishes to appeal the recommendation to his/her application for sabbatical, he/she must submit a written request for appeal, along with his/her sabbatical application, to the division Vice President within one week of notification of sabbatical denial.

The division Vice President will appoint a review panel consisting of one staff/administrator from the candidate’s department and division, and two staff/administrators from outside the candidates department and division. The panel will review the candidate’s application and documentation for sabbatical leave and forward its recommendation to the Vice President within one week of the request for appeal. The Vice President will review the recommendations of the review panel and the committee, and make a final recommendation within one month of the initial application.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

Effective September 25, 2014

Procedure 5-03 (C)

Page 6 of 6

- (18) The President's Office or designee will notify sabbatical leave candidates, Human Resources Department, division Vice Presidents, and department administrators of final recommendations to requested sabbaticals.

- (19) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review relevant wage and benefit details related to the sabbatical such as payroll adjustments, continuation of benefits, and accumulation of service credit.

Last Effective Date: April 15, 1998 (5-03 (B))

clh