

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)
Procedure 5-03 (B)
Page 1 of 6

Effective September 25, 2014

SEMESTER SABBATICALS

- (1) Faculty members are eligible to apply for sabbatical leave as early as Autumn Semester of their sixth year of full-time faculty status for granted sabbaticals scheduled to begin during the faculty member's seventh year of full-time faculty status. Subsequent semester sabbaticals may be applied for after an additional five full years for faculty who will have a minimum of six years of additional service after the satisfactory completion of the previous granted sabbatical. Faculty members who wish to be considered for sabbatical leave are required to submit the "Application for Sabbatical Leave" along with documentation in support of how the sabbatical will contribute to the candidate's professional growth, as well as departmental, divisional and college goals and initiatives. This should be done at least two semesters prior to the beginning of leave. Applications must be submitted to the department chairpersons and the Human Resources Department within the first two weeks of the semester for initial eligibility screening. In light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical. 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) During week three of the semester, department chairpersons will confirm initial eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met. Department chairpersons will schedule a meeting of the Departmental Sabbatical Review Committee for the following week.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the Senior Vice President of Academic Affairs for a review of their "Application for Sabbatical Leave." Appeals must be submitted in writing to the Senior Vice President of Academic Affairs during week four of the semester. The Senior Vice President will review the candidate's request for appeal and return a decision to the candidate during week five of the semester. If the appeal is granted, the Departmental Sabbatical Review Committee must consider this request for Sabbatical Leave along with any other requests.

- (3) During week four of the semester, department chairpersons will convene a meeting of the Departmental Sabbatical Review Committee, which consists of the chairperson and at least three tenured faculty members elected by full-time, tenure track faculty from the sabbatical candidate's department, to consider the candidate's request for sabbatical leave.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)
Procedure 5-03 (B)
Page 2 of 6

Effective September 25, 2014

The faculty member receiving the most votes will automatically serve on the Division Level Sabbatical Review Committee. The Departmental Review Committee will make a recommendation to the division dean of whether the sabbatical should be approved during week five of the semester.

- (a) In reviewing the candidate's request for sabbatical leave, the Departmental 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 faculty on the Departmental Review Committee will utilize the Sabbatical Evaluation Rubric as a tool to help determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by two-thirds of the department committee members in all categories to receive a favorable recommendation and have their request forwarded to the Divisional Committee.
- (4) During week six of the semester, the division dean(s) and the Divisional Sabbatical Review Committee, which is made up of representatives selected by each Departmental Sabbatical Review Committee, (as established in a(3)) will review the candidate's sabbatical request and will make their recommendation of the candidate's request for sabbatical. The Divisional Review Committee will utilize the Sabbatical Evaluation Rubric as a tool to help determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by two-thirds of the division committee members in all categories to receive a favorable recommendation and have their request forwarded to the appropriate dean. Final approval from the dean is required for a candidate to be granted sabbatical leave.
- (a) The department chairperson and/or the division dean(s) will meet with the candidates who are not approved to receive sabbatical leave to discuss the reasons for which their applications were not approved. Applications not approved for sabbatical leave will be returned to faculty members by the end of week six of the semester.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)

Effective September 25, 2014

Procedure 5-03 (B)

Page 3 of 6

Department chairpersons and deans 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.

- (b) In the event that there are more affirmative recommendations than can be funded by the college, the divisional sabbatical committee will review and rank the sabbatical applications. Application rankings will be given to the division dean during week seven of the semester. The division dean will notify the vice president of academic affairs of the highest ranked applications within the division and will forward all approved applications to the vice president of academic affairs. In light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical.
- (5) In the event that a faculty member wishes to appeal the recommendation of his/her application for sabbatical, he/she must submit a written request for appeal, along with his/her sabbatical application, to the Senior Vice President of Academic Affairs by the end of week eight of the semester.
 - (a) The Senior Vice President of Academic Affairs will appoint a review panel consisting of one faculty member, one chairperson, and one dean, each selected from outside the candidate's department and division.
 - (b) The panel will review the candidate's application and documentation for sabbatical leave and forward its recommendation to the Senior Vice President of Academic Affairs by the end of week nine of the semester. The Senior Vice President will review the recommendations of the candidate's department, chairperson, dean, and review panel and make a final recommendation by the end of week ten of the semester.
- (6) By the end of week ten of the semester, the Senior Vice President of Academic Affairs will notify department chairpersons, deans, and the President of final recommendations to their requests for sabbaticals.
- (7) During week eleven of the semester, the Senior Vice President or his/her designee will notify sabbatical candidates whether their request has been approved and if so, for which semester(s) sabbaticals were granted.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (FACULTY)

Effective September 25, 2014

Procedure 5-03 (B)

Page 4 of 6

- (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 relevant wage and benefit details related to the sabbatical such as payroll adjustments, continuation of benefits, and accumulation of service credit.

A. NON-STANDARD PROFESSIONAL DEVELOPMENT SABBATICALS

- (1) Faculty members are eligible to apply for non-standard professional development sabbatical leave at any time beginning after at least one year of full-time faculty status. Professional development sabbaticals are limited to no more than one opportunity within two academic years and can be taken during any semester (including summer) in which the faculty member is under contract.
- (2) Faculty members 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, as well as department, divisional and college goals and initiatives to their department chairpersons at least two months prior to the beginning of leave. If an opportunity arises that prevents a two-month notice, special permission from the division dean will be required. However, in light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical.
- (3) Within one week from the date of application, department chairpersons will confirm eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met. Department chairpersons will schedule a meeting of the Departmental Sabbatical Review Committee for the following week.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the Senior Vice President of Academic Affairs for a review of their “application for sabbatical leave.” Appeals must be submitted in writing to the Senior Vice President of Academic Affairs within one week of ineligibility notice. The Senior 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 (2).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE

Effective September 25, 2014

Procedure 5-03 (B)

Page 5 of 6

- (4) An expedited process will be used to review non-standard professional sabbatical leaves. Within one week of the sabbatical application, department chairpersons will convene a meeting of the standing Departmental Sabbatical Review committee as established in Section A (3), to consider the candidate's request for sabbatical leave. The Departmental Review Committee will make a recommendation to the division dean of whether the sabbatical should be approved.
 - (a) In reviewing the candidate's request for sabbatical leave, the Departmental 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 Departmental 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.
- (5) Within three weeks of the application for sabbatical, the dean and the Divisional Sabbatical Review Committee as established in Section a.(4) will review the candidate's sabbatical request and will make their recommendation of the candidate's request for sabbatical.
 - (a) The Divisional Review Committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved. Candidates must have 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 Divisional Sabbatical Committee will review and rank the sabbatical applications. The division dean will notify the Senior Vice President of Academic Affairs of the highest ranked applications within the division and will forward all approved applications to the Senior Vice President of Academic Affairs.
 - (c) Favorable recommendations from the candidate's departmental committee, divisional committee and dean are required for a candidate to be granted sabbatical leave.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE

Effective September 25, 2014

Procedure 5-03 (B)

Page 6 of 6

- (6) The department chairperson and/or the division dean will meet with the candidates who are not approved to receive sabbatical leave to discuss the reasons for which their applications Applications not approved for sabbatical leave will be returned to faculty members within four weeks of initial application.

Department chairpersons and deans 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.

- (7) Sabbatical leave awardees will be notified by the Senior Vice President or his/her designee that their request has been approved.
- (8) In the event that a faculty member 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 Senior Vice President of Academic Affairs within one week of notification of sabbatical denial.

The Senior Vice President of Academic Affairs will appoint a review panel consisting of one faculty member, one chairperson, and one dean, each selected from outside the candidate's department and division. The panel will review the candidate's application and documentation for sabbatical leave and forward its recommendation to the Senior Vice President of Academic Affairs within one week of the request for appeal. The Senior Vice President will review the recommendations of the candidate's department, chairperson, dean, and review panel and make a final recommendation within one month of the initial application.

- (9) 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 (A))

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