

Sabbatical Leave Committee Operating Agreement

Purpose: The purposes of the Sabbatical Leave Committee are contained in the agreement between the State Center Federation of Teachers Agreement and the State Center Community College District, Article XIV-A, Section 7. Sabbatical Leave

Jurisdiction: The Sabbatical Leave Committee is a college committee.

Composition:

- Vice President of Instruction, as appointed by the Reedley College President (chair and standing member)
- All Deans (standing members)
- Equal number of faculty as administrators appointed by Academic Senate President

Voting Membership: All members are voting members. The Vice President of Student Services will serve as an ex-officio member when considering applications from the counseling student services area.

Meeting Schedule: The chair will schedule meetings as needed in the fall semester with a minimum of 1 meeting.

Quorum: A quorum for meetings will be 50% of the committee members plus one with at least an equal number of faculty as administrators present.

Operating Procedures:

A. Communication

- a. In mid-August, the Committee Chair requests from the Academic Senate President the faculty appointments
- b. In early September an electronic memo is sent out to all full-time certificated faculty which includes the following information
 - i. Sabbatical Leave Application location: RC Office of Instruction Blackboard Organization
 - ii. Submission Deadline: October 31th by 5:00 pm
 - iii. Sabbatical eligibility requirements (contract language). Faculty committee members may not have an active or pending application for sabbatical leave at any time during their committee service.
 - iv. Sabbatical leave obligations (contract language)
- c. The submitted sabbatical leaves and scoring sheets are sent electronically to the committee no later than one week after the October 31 submission deadline

RC Academic Senate approved 10/8/13
College Council acknowledged 10.16.13

- i. The committee considers applications based on the below criteria and ranks the applications based on a point system:
 - Worthiness of proposal for a sabbatical leave
 - Objectives of the application will benefit the program/discipline, the instructor, and the students
 - Clear and strong relation college's mission, strategic plan, or departmental program review (or other applicable plan)
 - Fits within a coherent, long-term professional development plan
 - Objectives of the application are clear and measurable
 - Objectives are attainable within the time frame applied for
 - Campus involvement
 - ii. The committee then prepares recommendations.
 - d. The Committee Chair forwards the recommendations for sabbatical to the President
 - e. Once approved by the President, the Committee Chair notifies those that submitted a sabbatical leave application the status of their application
 - B. Meetings & Decision Making
 - a. The Committee meets no later than 3 weeks after the October deadline to review the sabbatical leave applications and to formulate recommendations.
 - b. If there is an insufficient number of applications or if the applications do not meet the written criteria, the Committee may extend the application period by an additional three weeks.
 - c. The Committee uses consensus building as its principle method for decision making. However, in cases where consensus cannot be reached, a vote will be taken.

Reedley College Strategic Directions:

3.3 Provide and support opportunities for faculty development that foster innovation.

Subcommittees:

none