

Napa Valley College Sabbatical Application

Sabbatical leave provides an opportunity for tenured faculty members to develop and reflect upon their academic and professional skills. Faculty members who have completed seven years or more of uninterrupted service in the Napa Valley College District are eligible to apply for sabbatical.

To apply for sabbatical leave, faculty members must submit a Sabbatical Application, which explains the purpose and intent of the sabbatical leave, and complete the Sabbatical Contract and Obligations, which serves as the agreement between faculty members and the District. Applicants must submit these materials to the Academic Senate Secretary prior to September 30 of the academic year immediately preceding the sabbatical.

The process for sabbatical applications is summarized below:

1. Applicants inform their supervisor of their intent to request a sabbatical leave.
2. Applicants submit the Sabbatical Application and signed Contract and Obligations no later than September 30th of the academic year immediately preceding the academic year of the desired start of the sabbatical.
3. After the September 30th deadline, the Reviewing Committee evaluates the applications, forwards those approved to the Academic Senate Executive Committee, and notifies the applicants of their approval status.
4. The Academic Senate Executive Committee reviews the status of all approved applications and forwards them to the Academic Senate for approval by the general assembly.
5. The Academic Senate forwards the approved applications to the office of Academic Affairs.
6. The Superintendent/Vice President of Academic Affairs presents the proposals to the College President.
7. The President forwards recommendations for sabbatical to the Board of Trustees at the first regular meeting in February of the academic year immediately preceding the sabbatical.
8. The Board of Trustees decides whether to grant or deny leave.
9. The Office of Academic Affairs notifies applicants immediately following the Board of Trustees meeting in which sabbaticals are approved.

The Application

Sabbatical applicants having met the minimum requirements of service must submit a Sabbatical Application which details their sabbatical plan, its justification, goals, and expected outcomes. The application will consist of three essays totaling approximately 1300 words along with a plan and supporting documents. Specifically, the following must be included in the application:

1. One essay (approximately 500 words) that explains how the sabbatical will enhance the academic and professional excellence of the applicant.
2. One essay (approximately 500 words) that explains how the sabbatical will benefit the institution and its constituent groups.
3. One essay (approximately 300 words) proposes a plan whereby the results of the sabbatical will be shared with a department, division, or the college at large.
4. A proposed plan (which may be structured as a detailed outline) of the activities that will be undertaken, replete with dates and expected lengths of time, mapped to the goals of the sabbatical.
5. Any supporting documents (materials, calendars, travel itineraries, invitations to collaborate, and so forth) that may be of relevant interest or helpful in elucidating any of the aforementioned criteria to the Reviewing Committee.

Applicants may include a cover sheet, abstract, summary or introduction page with their application.

Applicants must attach as the final page of their application the completed “Sabbatical Contract and Obligations” found on page 6 of this packet or submit the completed contract as per allowable online submission protocols.

Applicants must submit the application to the Academic Senate Secretary no later than September 30th of the academic year immediately preceding the desired start date of the sabbatical.

Application Checklist:

- Essay explaining how the sabbatical will enhance the academic and professional excellence of the applicant
- Essay explaining how the sabbatical will benefit the institution and its constituent groups
- Essay proposing a plan whereby the results of the sabbatical will be shared
- Plan of activities during the sabbatical and mapped to its goals
- Completed Sabbatical Contract and Obligations
- Any supporting documentation

Approval Criteria

The Sabbatical Application should address the following four components. Each of these components will be separately scored according to the rubric attached on page 5. Only applications meeting a minimum threshold of an average 24 points will be forwarded to the Academic Senate for approval.

Enhances Academic and Professional Excellence (up to 9 points) (approximately 500 words):

Explain and support how the sabbatical will address **one or more** of the following criteria:

- Enhance teaching pedagogy and/or practices
- Pursue a new field of study
- Participate in the discourse of a relevant discipline
- Provide professional development and/or renewal

Benefits Institution and its Constituent Groups (up to 9 points) (approximately 500 words):

Explain and support how the sabbatical will address **one or more** of the following criteria:

- Prepare students for evolving roles in a diverse, dynamic, and interdependent world
- Improve existing programs or services
- Develop new programs or services
- Enhance student success

Plan for Implementation Upon Completion (up to 6 points) (approximately 300 words):

Provide an appropriate and specific plan for sharing the results of the sabbatical, preferably in multiple contexts. These contexts may include but are not limited to:

- Department or division meetings
- Workshops offered at the Teaching and Learning Center
- Publication mediums
- Special events
- Other

Workload Consistent with Length of Leave (up to 3 points): Include an estimated account of how time will be spent each month throughout the duration of the sabbatical. This account may be structured using a list or outline format, but should include specific details.

Overall Quality of the Proposal (up to 3 points): The proposal should be consistent with conventions of academic professionalism; it should be edited and intelligible for diverse audiences.

The Reviewing Committee anonymously evaluates each application and assigns a status of “Recommended for Approval” or “Not Recommended for Approval.” The Committee then assigns a rank to each approved application according to priority and forwards them to the Academic Senate Executive Committee. Upon completion of the reviewing process, the Chair of the Reviewing Committee informs applicants of their average score and approval status as per page 1 step 3.

Sabbatical applications will be reviewed and scored according to the following rubric

Category	Score		
Enhances Academic and Professional Excellence	Proposal thoroughly explains and supports how the sabbatical will enhance the academic and professional excellence of the candidate	Proposal explains how the sabbatical will enhance the academic and professional excellence of the candidate	Proposal claims the sabbatical will enhance the academic and professional excellence of the candidate
	9 8 7	6 5 4	3 2 1
Benefits Institution and Its Constituent Groups	Proposal thoroughly explains and supports how the sabbatical will benefit the institution and its constituent groups	Proposal explains how the sabbatical will benefit the institution and its constituent groups	Proposal claims the sabbatical will benefit the institution and its constituent groups
	9 8 7	6 5 4	3 2 1
Plan for Implementation Upon Completion	Proposal provides an appropriate and specific plan for sharing the results of the sabbatical in multiple contexts	Proposal provides an appropriate plan for sharing the results of the sabbatical in some contexts	Proposal provides a plan for sharing the results of the sabbatical in a context
	6 5	4 3	2 1
Workload Consistent with Length of Leave	Proposal includes a detailed account of how the candidate will allot time throughout the duration of the sabbatical mapped to its goals	Proposal includes a general account of how the candidate will allot time throughout the duration of the sabbatical.	Proposal includes some account of how the candidate will allot time throughout the duration of the sabbatical
	3	2	1
Overall Quality of the Proposal	Proposal is fully edited and intelligible for diverse audiences	Proposal is mostly edited and intelligible for diverse audiences	Proposal is somewhat edited and intelligible for diverse audiences
	3	2	1
Total Score:			/30

Additional Actions by Applicants

After notification of their approval status, applicants may choose to take the following actions:

Request Information: Applicants have the right to request information on their score or ranking. Applicants must submit a request to the Chair of the Reviewing Committee within five working days after receiving notice of their approval status. Information gained by applicants in this way may consist of the scores assigned by the members of the Reviewing Committee and a summary explanation by the Chair of the Reviewing Committee.

File an Appeal: Applicants have the right to file an appeal if their application is not recommended for approval. Applicants should submit the appeal to the Academic Senate Secretary within ten working days of receiving their approval status. The Academic Senate Executive Committee will review appeals in consultation with the Reviewing Committee.

The appeal must include a brief explanation (approximately 250 words) as to why the application should be recommended for approval. Applicants may also choose to include any supporting documentation relevant to this explanation.

After receiving the appeal, the Academic Senate Executive Committee has five working days to consult with the Reviewing Committee to determine appropriate action. The Academic Senate President will inform the appellants of the final decision within 25 working days.

This appeal process is intended to allow an application to be recommended for approval despite not having met the minimum requirements. Any applications approved in this way receive the lowest available priority ranking.

If this appeal is denied, applicants will need to submit a new application during the next sabbatical application term.

Example Timeline

Working days:	5 days after step 3	10 days after step 3	25 days after step 3	
Applicants are informed of their status as per page 1 step 3	Applicants may submit a request for information or file an appeal within five days	Applicants may submit an appeal within five additional days	The Academic Senate Executive Committee reviews appeals within ten additional days	The Academic Senate President informs appellants of the decision within five additional days

Sabbatical Contract and Obligations

Sabbatical leave is being requested for: Fall /Spring of the 20__Academic year.

If my sabbatical leave is approved, I understand and agree to the following conditions which are outlined in Section 11.14 of the Napa Valley College Faculty Association Agreement:

- A. I must return to Napa Valley College to teach for at least two full years immediately following my leave. I must provide proof of securing a suitable bond, which indemnifies the governing board of the District from loss in the event that the unit member fails to render the agreed upon period of service following the sabbatical, to the Office of Academic Affairs prior to the start of the sabbatical leave. (Section 11.14.3)

- B. For a one-year sabbatical, compensation shall be sixty percent (60%) of the salary for which I would have been eligible during the year of my leave. For a one semester leave, compensation shall be one-hundred percent (100%) of the salary for which I would have been eligible during the semester of my leave. District health and welfare contributions will continue during my leave. (Section 11.14.1)

- C. Upon returning from my sabbatical leave, I shall file a report for inclusion in my personnel file no later than the sixth week of the term. A copy of this report shall also be submitted to the Office of Human Resources for inclusion in the unit member's personnel file. This report will outline my activities while on leave, state the outcome of any research, and/or include a copy of the transcript of credits earned from courses taken during the period of the leave. I may also be required to make an oral presentation to the Board of Trustees. (Section 11.14.6)

- D. A year sabbatical leave shall be counted as a year of experience on the salary schedule, and no break in service shall be imputed to occur as a result of taking sabbatical leave. (Section 11.14.7)

- E. The District will not support any expenses related to the sabbatical project that are incurred by the faculty member. (Section 11.14.9)

Date

Applicant Signature

Employee ID

Print Name

I have informed my supervisor of this sabbatical request