

## NAPA VALLEY COLLEGE ACADEMIC SENATE INSTRUCTIONS/PROCESS FOR SABBATICAL REQUEST

### I. Instructions

A. Completed proposals must be submitted to the Academic Senate Office by ~~the date indicated on the contract~~ **September 30<sup>th</sup> of the year preceding the proposed leave in order to be considered for review.**

B. Include the following information in your proposal:

1. Project Description:

Provide a detailed description of the course of study, research, or activity proposed for your sabbatical leave. Include the following:

- (a) Outline of activities
- (b) Timeline/itinerary for activities
- (c) Goals and projected outcomes of project/activities
- (d) Method by which goals and outcomes of project/activities will be evaluated
- (e) Plan for implementation upon return

2. Need for Project:

Include the following:

- (a) Relevant background information and/or rationale for project/activity
- (b) How project/activity addresses the following:
  - (1) Academic Excellence/Professional Growth
  - (2) Impact on students and/or institution

REQUIRED: ~~(d)~~ **Evidence of division support for projects, especially those involving curricular and/or program changes. It is recommended that the applicant meet with the appropriate dean/division chair/coordinator at least one month in advance of the application deadline in order to ensure that adequate time is given to assess the impact of the absence of the faculty member on the division and assist all parties in the planning for the proposed sabbatical.**

OPTIONAL: ~~(c d)~~ **Evidence of division support**

C. Attach *Sabbatical Leave Request and Terms of Approval* to your proposal.

### II. Process

A. ~~Your The last four digits of your Social Security~~ **employee number are being will be used to identify your proposal. Thus, tThe Professional Development Committee Academic Senate Committee assigned to review sabbatical leave applications will read and evaluate sabbatical proposals without knowing names of applicants. Committee deliberations will be confidential.**

B. Once proposals are evaluated using the attached criteria, they will be ranked and applicants will be notified of their individual rankings. Applicants who believe the ranking is inappropriate may file an appeal with the Academic Senate President within 5 working days of initial ranking notification (see Appeal Process for Rankings). The ranked list then will be submitted to the Executive Committee of the Academic Senate prior to approval by the full Senate.

- C. Upon approval of the projects by the full Senate, a list of all eligible proposals will be sent to the Associate Superintendent/Vice President, Instruction of Academic Affairs. The Associate Superintendent/ Vice President of Instruction Academic Affairs will present the proposals to the Superintendent/ President for evaluation. The Superintendent/President will forward recommendations for sabbatical approval to the Board of Trustees for the first regular meeting in February of the academic year preceding the desired leave. approved list will then be sent to the Board of Trustees for a final decision. The Office of Academic Affairs will notify applicants immediately following the Board of Trustees meeting in which sabbaticals are approved. The identity of the applicants will only be disclosed following final approval of the sabbatical.

Rationale for confidentiality: Recommend disclosure of sabbatical project to the Senate but not names during Senate approval. Reveal names of applicants once Office of Academic Affairs and the President approves sabbatical.

## NAPA VALLEY COLLEGE ACADEMIC SENATE SABBATICAL LEAVE REQUEST – TERMS OF APPROVAL

Sabbatical leave is being requested for:  Fall  Spring  
of the \_\_\_\_\_ academic year.

If my sabbatical leave is approved, I understand and agree to the following conditions which are outlined in Section ~~42.9~~ 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 ~~am willing to execute~~ a performance bond to guarantee such return if ~~so required~~ to the Office of Academic Affairs prior to the start of the sabbatical leave. (Section ~~42.9.2~~ 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 ~~42.9.5~~ 11.14.1)
- C. Upon returning from my sabbatical leave, I shall file a report for inclusion in my personnel file ~~before~~ 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 ~~42.9.6~~ 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 ~~42.9.7~~ 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

\_\_\_\_\_  
Last 4 digits of SSN: **employee ID**

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Division Chair Signature

and

\_\_\_\_\_  
Dean Signature (for consistency with reference to division support on page 1 of process)

\_\_\_\_\_  
Last four digits of SS# **Employee ID:**

**NAPA VALLEY COLLEGE ACADEMIC SENATE  
SABBATICAL LEAVE REQUEST**

**NOTE: ATTACH THIS PAGE TO PROPOSAL**

Sabbatical leave is being requested for:  Fall  Spring

of the \_\_\_\_\_ academic year.

**Eligibility**

A. **Will you** have ~~you~~ been continuously employed by the Napa Valley Community College District as a regular, certified faculty member for ~~the past~~ seven years by the time you plan to take leave?

Yes  No

B. Have you either never taken a sabbatical, or have at least 7 years passed since your last one?

Yes  No

Years of service since first employed as a regular, certified faculty member or since last sabbatical (whichever is less): \_\_\_\_\_

C. Does your sabbatical request fall into one of the following categories?

Yes (check the appropriate category)  No

- 1.  Pursuit of a course of study
- 2.  Research relative to your field
- 3.  A specific activity which, ~~in the judgment of the Academic Senate Faculty Development Committee,~~ will enable you to improve the quality of your work
- 4.  A specific activity which will make a significant contribution to the science of your field

If you answered “Yes” to A, B and C above, then you meet the eligibility criteria for a sabbatical leave as outlined in Section ~~12.9~~ 11.14 of the Napa Valley College Faculty Association Agreement.

**Do not write below this line**

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- Academic and Professional Excellence (4 points possible) \_\_\_\_\_
- Impact on Institution\* (2 points possible) \_\_\_\_\_
- Proposed Workload is Consistent with Length of Leave (2 points possible) \_\_\_\_\_
- Plan for Effective Implementation upon Completion of Sabbatical (2 points possible) \_\_\_\_\_

### **Description and Philosophy**

Sabbatical leave provides an opportunity for professional development for individual faculty members. Faculty may choose to use this opportunity to improve their college teaching; to grow in their discipline, such as engaging in research, publication, or artistic performance or productivity; or to enhance their leadership potential. Although sabbatical proposals are submitted from the variety of disciplines present at NVC, sabbaticals will be ranked according to general criteria.

### **Application Component Descriptions**

**Application form:** This form will serve as the cover page for the proposal. It provides general information about the applicant and his/her history of receiving college support for projects.

**Proposal:** The typed proposal should include the following: A) Goals and projected outcomes, B) Method by which goals and outcomes will be evaluated, C) Plan for implementation, D) Academic and professional purpose, E) Impact on the institution\*, F) Workload, G) Timeline/itinerary, H) Use of information upon completion of the sabbatical. Often this portion of the application is approximately 2-3 pages in length. Components of the proposal are outlined below.

**Incomplete applications not addressing all four criteria and/or not achieving at least 7 of 10 points will not be forwarded to the Vice President, Instruction, for further consideration.**

Please contact the Chair, Professional Development Committee for a list of available mentors and resources to assist with proposal development at least one month prior to the submission date.

### **Proposal Components:**

- **Brief Overview:** Briefly describe the Project/Activity
- **Academic and Professional Excellence:** Explain the importance of this work in relation to your professional development goals. Describe the nature and goals of the work you propose to do if the sabbatical is granted. Most important is specifying what actions you will complete; that is, the activities performed, skills acquired or improved, products generated, or outcomes that you will complete and submit at the end of the award period. Outcome criteria are best generated by the individual applicant; however, it is essential that meeting these criteria can be demonstrated to an outside observer in an

objective manner. Specific examples might include completing a book or a research project analyzing a set of data, in which case the book or publication draft could serve as the outcome submitted. The proposal must specify what actions faculty members will complete during this time, in a way that would allow the Vice President, Instruction, to determine whether the goals have been completed.

- **Proposed Workload:** You must indicate specific activities you will be completing during the period in which professional development time is requested and include a timeline and projected time allotments for the work to be completed. Provide a specific, concrete plan describing what actions you will take to implement the development plan. Most important is specifying what action you will complete; that is, the activities performed, skills acquired or improved, products generated, or outcomes that you will complete and submit at the end of the aware period.
- **Plan for Effective Implementation upon Completion of Sabbatical:** The proposal must clearly specify future plans as a result of sabbatical, how the knowledge gained or the completed 'product' will be used and/or implemented, and/or plan for reporting or presenting results upon the completion of the sabbatical.
- **Any supporting documentation is welcome.**

## Criteria for Sabbatical Leave Awards

Ranking for awards will be made primarily on the following criteria:

### I. Academic and Professional Excellence ( 4 points possible)

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- Enhances teaching techniques.
- Augments expertise in one's own field or a related discipline.
- Pursues a new field of study.
- Updates knowledge in the discipline and/or a related discipline.
- Provides professional renewal.
- Feasibility of proposed action and relationship to the individual's professional goals or goals of the institution\*.
- High quality of proposal, including a well-developed plan of goals and articulated action strategies.
- Needs of the institution\*.

### II. Impact on Institution\* (2 points possible)

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- Clearly state how your proposal directly benefits institution\*.
- Feasibility of proposed action and relationship to your professional goals or goals of the institution\*.
- Anticipated contribution of the proposed sabbatical program to the enhancement of teaching and/or course and curriculum development at the institution\*.
- Needs of the institution\*.

### III. Workload consistent with Length of Leave (2 points possible)

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- Projected timeline of activities. Using a calendar or flowchart format, show when the various aspects of when the project will take place.
- Matches stated objectives and includes activities.
- Shows organization and planning.
- Projected time allotment matches task length.
- Limited amount of time unaccounted for.
- Includes all tasks related to the sabbatical.

### IV. Plan for Implementation upon Completion (2 points possible)

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- Describe your future plans as a result of your sabbatical.

- Plan for reporting or presenting the results of the project.

Points in All Four Areas \_\_\_\_Y \_\_\_\_N

Total Points \_\_\_\_\_

## Final Report

The purpose of your final report is to provide and disseminate accountability to our community and to your colleagues. Your final report is due before the sixth week of the term upon your return to your college. The final report includes:

- ❖ A 100 word abstract
- ❖ In the body of your report provide:
  - A description of your experience; include both successes and problems you encountered. If your sabbatical produced a tangible product, provide a copy or a link to it.
  - Describe your professional growth.
  - Describe your future plans as a result of your sabbatical.
- ❖ For a full-time study program – an official transcript is required.

### Applicants are also advised to consider the following:

- Review the lists of successful applicants and copies of their proposals that are available via the Chair, ~~Professional Development Committee~~ of the appropriate Academic Senate committee.
- Contact the ~~Professional Development~~ Chair of the appropriate Academic Senate committee early if you need assistance, especially in the early phases of your proposal preparation.
- Write clearly, using language understandable to readers from different disciplines.
- Ask others to read your proposal before you submit your final draft to the ~~Professional Development Committee~~ appropriate Academic Senate committee.
- Proofread your proposal carefully, paying particular attention to conventional form, spelling, and grammar.
- Give special care to the appearance of your proposal.
- Be prepared to discuss your proposal before the appropriate Academic Senate ~~Professional Development Committee~~ as needed.

\*Institution includes: Student, department, division, program, and/or college.

## Addendum: PDC Committee Checklist

- Goals are clearly stated.
- Objectives are clearly stated, and related to the goals.
- Personal qualifications: Education, skills, experience, professional activities, personal interest.
- Preplanning: Contacts made, proof of acceptance, letters of support, a statement of cooperation.
- Expected professional growth: clearly stated and matches objectives.
- Significant professional impact.
- **Included as needed:**
  - Advanced Degree
  - Letter of Acceptance
  - An approved degree program of study with course plan for sabbatical activity
  - Curriculum and materials development
  - Outline and description of materials to be developed
  - Evidence of collaboration with related instructional groups
  - Travel related to subject field
  - Travel itinerary
  - Evidence of relevance to educational responsibilities
  - Practical training or job experience
  - Acceptance letter from business/institution
  - Update knowledge in subject field
  - Description of activities and/ or publication
  - Prospectus
  - Letter of Intent from publisher
  - Evidence of prior reading and/or research in the area
  - Outline of topics to be investigated or developed
  - Letter/s of support or acceptance from a College, university, community organization, or business