

Administrative Staff and Faculty Sabbatical Leave (~~Grade 10 or Above~~)

I. Purpose

The primary purpose of a long-range program of staff sabbatical leaves is to increase the value of the administrative staff to the College which may be accomplished by further study, research, or other experience leading to professional growth or personal worth to the College.

II. Duration

The normal administrative staff sabbatical leave will be for a period of two months. A period longer than two months is possible in those cases where graduate coursework is involved.

III. Selection

All benefits, privileges and opportunities of a person on sabbatical leave will be continued in the same manner as though the individual were on active duty.

The number of individuals on leave at any one time will be determined by the President of the College.

The application for sabbatical leave will be accompanied by a written request in which the applicant outlines the complete activity and the means by which he expects to increase his personal worth to the College.

The President's Cabinet will review the applications and determine a plan of operation to recommend to the President every January 1 and July 1 of each year.

After reviewing, the President will submit the request to the Board of Trustees at the next Board meeting.

Upon the final recommendation of the President, the Board may grant sabbatical leave to any administrative staff member if, in the best interests of the College, such action is judged desirable.

IV. General Provisions

A. Pay

- (1) The recipient of a sabbatical leave will receive his regular salary and employee benefits.
- (2) Pay for a substitute, if such is needed during the period of leave, will not be deducted from the sabbatical stipend

B. Eligibility

- (1) Initial Eligibility: An employee who has been in one or more administrative staff positions for at least five years is eligible to apply for sabbatical leave.

(2) Subsequent Eligibility: An employee is again eligible to apply for subsequent sabbatical leave upon serving seven additional years in an administrative position following the completion of his last sabbatical leave,

C. Responsibilities

The recipient of a sabbatical leave must agree to return to the service of the College immediately following the completion of his leave, or at a time otherwise acceptable to the College. The recipient must also agree to serve for at least five years in full-time professional capacity or reimburse the College the gross salary paid him during the time of leave.

Faculty Sabbatical Leave

- A. **Importance of Sabbaticals** – Sabbatical leave is an important part of a comprehensive college professional development program for its faculty and administrators, which contributes to the scholarly growth and/or effectiveness of educators and administrators. Sabbatical leave is for a half or full year. Approval of sabbatical leave proposals should be granted on the merits of the proposals and generally should not be denied for financial reasons, except in circumstances where the College is in a period of financial exigency. The College should strive to support all meritorious sabbatical proposals, which are to be funded from the annual professional development funds allocated for faculty and administrators. Assuming that annually one or more meritorious sabbatical proposals are submitted, the College should fund at least one proposal to clearly denote the importance of these unique development opportunities.
- B. **Eligibility** – An employee must be either a full-time tenured faculty member (any rank) or an administrator (generally at the director or dean level). Sabbatical leave should apply only to those employees who have served the College for six (6) or more years.
- C. **Purpose of a Sabbatical** – Sabbatical leave should be made available for the pursuit of formal graduate level study, usually, but not always, associated with an advanced degree, as well as training, research or professional writing related to a person's HCC duties or other activities that would mutually benefit the employee and the College.
- D. **Pay During Sabbatical Leave** – Sabbatical leave may be paid or unpaid.
 - 1. An unpaid sabbatical would meet all of the rationale that applies to a paid sabbatical in regard to a unique professional development opportunity, but the employee requesting the sabbatical leave may accept short term employment with another entity during the sabbatical and for this or some other reason does not need their College salary continued during the leave period.
 - 2. A paid sabbatical leave would be either a full salary for one semester or half salary for a full year.

- E. **Application Process** – An employee must submit a written sabbatical request/proposal to the appropriate Division Chair/Director/Dean for initial assessment at least ninety (90) days in advance of the proposed start of the leave. The President must recommend the sabbatical leave to the Board of Trustees for approval.
- F. **Content of Proposal** – The written sabbatical leave request must minimally address the following questions:
1. What is the specific professional development plan for the requested leave? What does the applicant expect to accomplish.
 2. Why is a sabbatical needed to accomplish the desired outcomes? If the request is for more than one semester of leave, please explain why a full year's leave is needed.
 3. How is this activity valuable to the College? Include a statement that demonstrates how the leave request is compatible with the work of the College as represented in its mission, vision, and strategic goals?
 4. In addition to a written self-evaluation report of your leave activities, are there other tangible outcomes of your leave (for example, new curricula) that would be of particular benefit to your professional colleagues or students?
 5. The granting of a sabbatical includes a financial commitment by the College to continue an employee's salary and benefits as specified above. If additional financial assistance is requested of the College to support the sabbatical, this information must be explicitly stated in the leave proposal.
- G. **Conditions** – Only one sabbatical should be granted to a qualifying employee in a seven (7) year span. Upon completion of a sabbatical, the employee must agree to prepare a written self-evaluation report concerning the leave activities/accomplishments and return to full-time college service for at least five years or reimburse the College for the gross salary paid during the leave time. A College employee on sabbatical leave will be entitled to receive any increments of salary and other benefits for which the employee would normally be eligible from regular full-time service. Time spent on sabbatical leave shall be counted as regular service as it applies to retirement. Sabbatical leaves and one or two- semester leaves of absence without pay (unpaid sabbaticals or mutual consent leaves) will be counted as years in rank toward

promotion. However, a leave of absence without pay will not be counted toward eligibility for future sabbaticals.

- H. **Division Chair/Director/Dean Impact Statement** – In processing all sabbatical requests in their areas of responsibility the appropriate administrator or academic officer must prepare an impact statement detailing how the employee's absence would be covered should the sabbatical be approved. The impact statement should also summarize the added financial cost to the College if the leave is granted.