

Human Resources Office
Courtyard Center
4800 Preston Park Blvd.
Plano, TX 75093
(972) 985-378



To: Sabbatical Candidate
From: Sandra Claborn
Subject: Sabbatical Leave Eligibility
Date: September 2, 2003

As an eligible employee who has completed at least five years of full-time service at CCCCDC with a service date on or before December 1, 1997, you are eligible to apply for Sabbatical Leave, as described in the attached packet. You are also eligible to re-apply if you have completed five years of full-time service since your last sabbatical.

Completed application materials submitted by Friday, December 12, 2003 will be considered by the Sabbatical Committee for [Fall 2004](#) or [Spring 2005](#) sabbaticals at full pay, or academic year 2004 –2005 sabbaticals at half pay.

A list of the sabbatical priorities is attached for your reference. If you would like more information, or are interested in applying, please contact the Human Resources Office, extension 3780.

**Collin County Community College District
Priorities for Sabbatical Proposals
(For the 2003-2004 Review Process for 2004-2005 Sabbaticals)**

TEACHING AND LEARNING

Teaching / Methodologies

Suggested areas of focus:

- Develop interactive self-paced courses
- Create comprehensive interactive online courses, particularly in discipline areas that do not have this presence. Areas of focus may include online instruction, testing, forums, chat rooms on WebCT, etc.
- Develop new curricula and/or programs consistent with the district's strategic goals

Classroom Research

Suggested areas of focus:

- Conduct comparative studies in teaching delivery modalities and student retention/accountability/outcomes
- Conduct studies in classroom assessment indices

Discipline Research

Suggested areas of focus:

- Research and develop proposed strategies for retention within the discipline.

ADMINISTRATIVE AND PROFESSIONAL DEVELOPMENT

Using Technology

Suggested areas of focus:

- Improve teaching/learning/institutional research
- Enhance knowledge of WebCT or other technologies and conduct workshops to train faculty
- Expand online services
- Conduct research regarding the application of emerging technologies

Professional Enrichment

Suggested areas of focus:

- Conduct scholarly research at a university in an area related to CCCCD's curriculum
- Serve in a corporate internship capacity that is directly related to CCCCD programs or services
- Pursue advanced education/certification related to current CCCCD position

Improving College Systems

Suggested areas of focus:

- Research and develop models/processes for improving system-wide evaluation
- Develop models/strategies for improving district-wide student retention

College Development

Suggested areas of focus:

- Research and develop proposals for linking the college with business, industry, government, and/or the community
- Research and develop model programs to address new areas of critical shortage (similar to what has been developed with the Teacher Certification Program.)

CRITERIA TO BE USED IN EVALUATING PROPOSALS

- College Strategic Goals
- Format and content: abstract, purpose, rationale, benefits, timeline, bibliography, etc.
- Benefits to students, college, community, yourself
- Curriculum proposals must have course or program approvals completed in advance.

Collin County Community College District

SABBATICAL LEAVE POLICY AND GUIDELINES FOR 2004-2005

Purpose

Sabbatical leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the college by providing the individual a significant opportunity for professional growth. The leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity at the college. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency in the field are also purposes of sabbatical leave.

Eligibility

Eligibility for sabbatical leave is defined by Chapter 51.101(3) of the Texas Education Code as follows: "'Faculty member" means a person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians or the performance of professional services. However, the term does not include a person employed in a position which is in the institution's classified personnel system [CCCCD's non-exempt positions] or a person employed in a similar type of position if the institution does not have a classified personnel system." Hereafter, the term "faculty member" refers to all those included above.

Faculty members are eligible to apply for a sabbatical upon completion of five (5) years of continuous full-time service. These applications must be submitted by December 12 * of the applicant's sixth (6th) or any subsequent year of service. Six (6) years of continuous full-time service must be completed before a sabbatical can commence.

**Note: The deadline for the current year will be Friday, December 12, 2003.*

Faculty members who have received a sabbatical leave within the past five (5) years or who are in their last year of employment at CCCC are ineligible for sabbatical leave. Specific questions concerning eligibility for sabbatical leave shall be referred to the Associate Vice President of Organizational Effectiveness and Human Resources, Kim Russell, ext. 3781.

Procedures

Each applicant must initiate the sabbatical leave application process with his/her dean, director or immediate supervisor. Each applicant and respective supervisor will follow the prescribed timetable as outlined in the signature section of this packet. Decisions regarding endorsement must be based on faculty loads; curriculum needs; budget available for replacement and other considerations.

The granting of a sabbatical leave should not create undue hardship for students or faculty members, and it should not unduly limit college functions, e.g., course offerings, student services, college operations, etc. Endorsement by the respective dean/director should be taken to mean that these criteria are being met and that the proposed sabbatical project is valid.

Authorization

Applications for sabbatical leave shall be received and evaluated by the Sabbatical Committee that shall be elected by the faculty (as defined in #2) each September and which shall operate according to Board of Trustees policy. Subject to the limitations specified in this policy statement, and upon the recommendation of the Sabbatical Committee, the president may authorize sabbatical leaves for eligible faculty members, subject to approval by the Board of Trustees. The committee consists of ten (10) elected members whose two- (2) year staggered terms coincide with the academic year. The chair is elected from within the sabbatical committee.

Membership: 6 - Teaching faculty
 4 - Exempt staff

Leave Period and Compensation

Faculty members on nine- (9) month appointments may be granted leave for one long semester at full salary or for two (2) consecutive long semesters, which may be separated by the summer terms, at one-half salary. Faculty members on twelve- (12) month appointments may be granted leave for up to 4.5 consecutive months at the regular salary rate or for up to nine (9) consecutive months at one-half of the regular salary rate. The terms "full salary" and "half salary" and "regular salary" are understood to apply to budgeted contract salaries, not including extra service, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

Grants and Employment

A faculty member on sabbatical leave may accept a grant for study, research or travel from any institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept employment of any kind except as may be specifically approved by the Board of Trustees.

Insurance and Benefits

A faculty member on sabbatical leave is an employee for purposes of participation in the programs and receiving the benefits made available by or through the college/state to employees. During the sabbatical leave, the college shall continue all contractual deductions and payments from compensation relevant to such participation and benefits.

Maximum Number of Sabbaticals to be Granted

No more than six (6) percent of the eligible faculty may be on sabbatical leave at any one time.

Expectation of Future Service

Sabbatical leave shall be awarded with the provision that the recipient will be expected to continue in service at the college for at least one (1) academic year after completion of the sabbatical. As part of the application process, each applicant shall confirm his/her intent to remain in the employ of the college, for one calendar year upon completion of the sabbatical. Failure to return for all or part of the one- (1) year period will make the person liable for the return of all, or part, of the sabbatical stipend in proportion to the percent of time not completed.

Financing

Payment of salary to the faculty members on sabbatical leave may be made from the funds appropriated by the legislature specifically for the purpose or from such other funds as may be available to the college for this purpose.

Special Circumstances

There may be occasions when faculty members eligible for sabbaticals are offered "once in a lifetime" opportunities that fall outside the time lines of the sabbatical process. In order for the Sabbatical Committee to consider such unusual requests, the faculty member must request a special review by the Sabbatical Committee.

Stipulations

1. A Sabbatical Leave Report must be submitted to the dean, director, or immediate supervisor and to the Human Resources Office within four (4) months after completion of the leave.
2. Recipients will not serve on college task forces, committees, or faculty senate, or accept other similar assignments during the time of their leave. Applicants for sabbaticals may not serve as members of the Sabbatical Committee.
3. Acknowledgment of sabbatical assistance shall be given in any publications, exhibits, performances, or other public presentations resulting from work accomplished during the sabbatical leave.
4. College policies and guidelines on intellectual property rights apply to all persons on sabbatical leave. Any request for exception to the intellectual property rights guidelines must be submitted to the college president, in writing, prior to commencement of the sabbatical for review and consideration.

Note: The Sabbatical Committee considers the information in this section to be critical in

the evaluation of your application.

Sabbatical Leave Plan Requirements

- A. State concisely the research or development plan, including:
 - specific objectives and methods of procedure,
 - the rationale and significance, and
 - the relationship (if any) to previous or related work in progress here or elsewhere.
- B. Include a summary timetable for accomplishing the project.
- C. An appropriate (abbreviated) bibliography, which demonstrates your knowledge of the current literature related to this project, must also be included. Limit the narrative (excluding bibliography) to not more than two single-spaced pages. *If more voluminous materials are to be included, please assemble this in an appendix.*
- D. List resources (possible grant subsidies, agreements, organizations, individuals or other resources, etc.), which you anticipate utilizing in this sabbatical project.
- E. In addition to the original, ten (10) copies of all materials should be provided.

Collin County Community College District APPLICATION FOR SABBATICAL LEAVE

Instructions

Please complete this application by responding to all items. Attach requested documentation (in the order requested) and secure the appropriate signatures prior to submitting the application to the chair of the Sabbatical Committee. **Please submit the original and 10 copies.**

Name_____ SSN_____

Title_____ Division_____

Have you ever been granted a sabbatical?_____ If yes: Date: _____

Please provide a brief description of your previous sabbatical project:

Sabbatical Leave Period Being Requested

Dates: Beginning Date_____ Ending Date_____

Length: [] One semester [] Two semesters [] Other_____

Applicant's Agreement

ABSTRACT

Please give a summary description of the project and its significance in a language that can be readily understood by persons in areas of expertise other than your own. PLEASE DO NOT EXCEED SPACE PROVIDED BELOW.

If granted a sabbatical leave by CCCC, I agree to return to CCCC for one full year upon completion of the sabbatical leave. I further agree to abide by the Sabbatical Leave Contract, and Sabbatical Leave Policies and Guidelines.

Applicant:

Date:

Verification of Eligibility

CCCC employee, _____, ☐ is ☐ is not* eligible to be considered by the Sabbatical Committee for sabbatical leave.

*Not eligible due to:

☐ Less than five (5) years of service

☐ Currently in non-exempt position

☐ Prior sabbatical within last five (5) years

☐ On Sabbatical Committee

☐ Other _____

*Associate Vice President of Organizational
Effectiveness and Human Resources:*

Date:

Approval Path

☐ Recommended

☐ Not recommended

Justification: _____

Dean/Director/Supervisor:

Date:

☐ Recommended

☐ Not recommended

Justification: _____

Vice President:

Date:

☐ Recommended

☐ Not recommended

Justification: _____

Sabbatical Committee Chair:

Date:

☐ Recommended

☐ Not recommended

Justification: _____

President:

Date:

Board of Trustees: ☐ Approved

☐ Not Approved

Date:

Dates of Approved Sabbatical Leave:

Beginning Date: _____

Ending Date: _____