

TENTATIVE AGREEMENT

APPENDIX D: SABBATICAL LEAVE PROCEDURES

SABBATICAL LEAVE PROCEDURES

A. GENERAL PROCEDURES

1. Sabbatical leaves may be granted by the District for the purpose of permitting study or travel which will benefit the District and students in the Desert Community College District, not as a reward for past services. Applications for sabbatical programs which meet general policy are solicited from all unit members.
2. **Committee Composition**
 - a. All unit members are eligible for membership. The Vice President of Human Resources may be seated as an ex officio member of the committee.
 - b. No more than 25 percent of the membership of the committee is to be changed each year.
 - c. No unit member with a sabbatical application before the committee shall serve as a member of the committee for that year.
3. **Sabbatical Purpose**

Approved sabbatical purposes are study, travel, creative work, or research which will demonstrably contribute to professional growth.
4. **Eligibility**

A unit member shall be eligible to receive, if approved, a sabbatical leave after six (6) consecutive years of full-time service to the District. The unit member shall be eligible thereafter to apply for a sabbatical leave upon completion of each additional six (6) years of service. In accordance with Education Code Section 87767, if the leave of absence is taken in non-consecutive periods, the period of service intervening between those separate periods shall comprise a part of the service required for a subsequent leave of absence.

 - a. **Options**
 - 1) One contract year at full salary.
 - 2) One semester at full salary.
 - 3) Two alternating semesters at full salary. The two alternating semesters must commence and be completed within a three-year period.
 - b. **Number of Leaves**

The District will allow a minimum of one sabbatical per fiscal year, for fiscal years 2013-14 and 2014-15 unless no application is received that is approved through the process outlined below.
 - c. The Sabbatical Leave Committee shall serve as the Sabbatical Leave Committee at both the campus and district levels.
5. **Method of Compensation**
 - a. The unit member may elect to receive compensation in the same manner as if he/she were in active service. A unit member who has completed his/her sabbatical leave and who leaves the district before fulfilling his/her service

obligation of two (2) years shall reimburse the District in the amount due for the proportion of his/her unfulfilled obligation no later than three (3) months after leaving the district.

- b. In case of death of the unit member while on leave, his/her estate shall not be required to fulfill the conditions upon which the leave was granted, but payment of salary by the district shall cease upon such death.
- c. Interruption of the program by serious accident or illness shall not prejudice a unit member with regard to the fulfillment of the conditions upon which such leave was granted, nor affect the amount of compensation to be paid under the terms of the leave, provided, however, that the College President has received prompt notification of such accident or illness, which in general shall be by registered or certified letter, mailed within ten (10) days of such accident or illness.

6. Status While On Leave

- a. Time on sabbatical leave shall be counted as regular service for purposes of salary advancement or reclassification and for retirement purposes.
- b. **Other Income While on Leave**
Outside employment during the period of sabbatical leave must be limited so that services performed by the unit member for such income do not interfere with the fulfillment of the conditions of the leave.

7. Time Line

Application for sabbatical leave must be filed in accordance with the following deadlines:

- a. All applications are due for submission to School Deans or immediate supervisors on or before October 15.
- b. Complete applications are to be submitted to the Sabbatical Leave Committee on or before November 1. (See Guidelines for Sabbatical Leave Application.)
- c. The Committee may request attendance of applicants at any of its meetings.
- d. The Committee shall make its recommendations to the Administration by March 1.
- e. Ending reports from those unit members on Fall sabbatical leave are due on or before March 1.
- f. Ending reports from those unit members on Spring sabbatical leave are due on or before October 1.
- g. A note is to be sent to all unit members on or before May 1 reminding them of the November 1 sabbatical proposal deadline.

B. FORMS OR AUXILIARY REFERENCES USED

"Application and Contract for Sabbatical Leave"

C. APPLICATION PROCEDURES

1. Applicant

Unit members desiring to apply for sabbatical leave submit applications for leave to his/her Dean or immediate supervisor and to the Sabbatical Leave Committee chairperson. The application should certify eligibility for leave and dates and lengths of previous sabbatical leaves. Letters from the School Dean (or supervisor) and appropriate Dean evaluating the academic value of the proposed sabbatical and the ability of the applicant to successfully complete the sabbatical proposal must be included in the application which is submitted to the Sabbatical Leave Committee.

2. Sabbatical Leave Committee

- a. Evaluates applications, reviews applicants' eligibility and previous sabbatical leaves (if any), assists as needed, with revisions, etc., and recommends which applications shall be forwarded to the Professional Standards Faculty Development Committee.
- b. Informs applicant of disposition of the application. If application is rejected, explains reasons and makes applicant aware of eligibility for reapplication in a later year.

3. Professional Standards Faculty Development Committee

(Reviews applications as presented from the Sabbatical Leave Committee). Forwards approved applications to the Superintendent/President for consideration and recommendation. Creates a list of alternates for consideration in the event an approved applicant is unable to use sabbatical leave.

4. Sabbatical Leave Committee/Superintendent/President

If the sabbatical recommendations of the Sabbatical Leave Committee and those of the Superintendent/President differ, a meeting of the Superintendent/President, Committee Chairperson and sabbatical applicant will be held to resolve any differences. If the differences cannot be resolved, the Committee Chairperson will separately present the recommendations of the Committee to the President.

5. College President

- a. Reviews recommendations of the Sabbatical Leave Committee.
- b. Forwards approved applications to the Board of Trustees for action.

6. Board of Trustees

Acts upon recommendation of President.

7. Recipient

- a. Notifies payroll office, in writing, of address to which pay warrants are to be sent.
- b. Places in the college library and the district Human Resources Office a copy of his/her sabbatical leave proposal.
- c. The recipient shall receive written approval of the sabbatical leave plan from the President prior to absence from his/her position of responsibility at College of the Desert.
- d. If a recipient has any serious accident or illness which will affect the leave plan, the recipient shall notify the President of the College by registered or certificated mail within ten (10) days of said accident or illness or as soon as practical.
- e. If the recipient proposes any changes in the leave plan as approved by the Board of Trustees and as listed in the approved plan, the recipient shall request

approval of this change, in writing, through the Sabbatical Leave Committee. No substantive changes are to be made in the sabbatical leave plan without prior written authorization from the President of the College.

- f. No later than six (6) weeks after return to duty, the recipient shall submit evidence, as required, through the Sabbatical Leave Committee to verify that he/she has met objectives stated in the approved application. The post-sabbatical report shall include a copy of the original sabbatical proposal which describes the expected content, format, etc. of the post-sabbatical report. The committee's recommendation concerning this evidence will be forwarded to the President.
- g. The Committee may request that the recipient present to the faculty, or a symposium forum, a synopsis of his/her sabbatical leave.
- h. The recipient will present an overview of his/her post-sabbatical report to the Board of Trustees upon Sabbatical Leave Committee approval of said report.
- i. In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a sabbatical leave, the following description of documentation for various types of proposals is offered as a guideline for sabbatical recipients:

(1) FORMAL COURSE WORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING

An official transcript of grades (for an American accredited collegiate institution) or an official letter of verification, signed by an appropriate authority indicating that the course of study has been completed satisfactorily and any degrees or certificates obtained.

(2) WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

- a. Indicates the name and place where work was done.
- b. Indicates the type of work performed.
- c. Indicates the quantity of time spent working.
- d. Indicates the quality of the work performed.

(3) TRAVEL/STUDY/VISITATION

- a. Travel itineraries (places, dates, times, etc.).
- b. Name, title and address of person he/she may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaborative effort.
- c. Manuscripts, publications, papers, paintings, drawings, videotapes, photographic reproductions, copies, dated tape recordings and/or similar materials produced or acquired as a result of his/her

- activity that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied and/or collected.
- e. Names, titles, places, dates, etc. of conferences, seminars or meetings attended, including synopsis of each activity.

(4) RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the location(s) or institution(s) where his/her project/study was carried on and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/ activity/study received from appropriate individuals, institutions, companies or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work and/or other similar materials developed or produced as a result of his/her research, study or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description and other evidence, if any, of any lectures delivered and/or seminars, meetings or conferences in which he/she was an active participant.

Various combinations of the above may be considered, depending on the nature of his/her proposed activity and objectives.

The preceding guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the sabbatical leave policy.

8. Sabbatical Leave Committee

Reviews post sabbatical reports and makes recommendations to the President.

9. College President

- a. Reviews sabbatical leave reports.
- b. Presents evidence of the satisfactory completion of the goals and objectives of the sabbatical leave to the Board of Trustees.

10. Board of Trustees

- a. Will review the sabbatical leave report of the President of the College and certify that the sabbatical leave requirements, as approved, have or have not been satisfactorily completed. It is preferred that the post-sabbatical report be presented, in person, to the Board by the unit member.
- b. In the event that the Board decides the objectives of the sabbatical leave, as approved, have not been satisfied, they may invoke one or more of the actions listed in the Contract signed by the sabbatical leave recipient.

GUIDELINES FOR SABBATICAL LEAVE APPLICATION

In order that the Sabbatical Leave Committee may objectively evaluate each application, the following outline is offered. Applicants are not restricted to these issues. However, each item on this list should be thoroughly developed and explained before approval will be recommended by the Sabbatical Leave Committee.

I. Statement of Topic

Should frame the thesis of the proposal.

II. Statement of Need

May include student, individual, department, college and/or community need.

III. Evidence of Preparation and Commitment

Information pertaining to professional background, interest and goals may be included.

IV. Sabbatical Objective and Goals

The applicant must file with this application the prospectus of his/her study during the sabbatical, divided into two sections:

- (a) What the sabbatical study would do to enhance the effectiveness of the individual unit member.
- (b) What benefit might accrue to the institution as a result of the applicant's study leave.

V. Time Line

The schedule/itinerary should be as specific as possible.

VI. Supporting Documentation

- (a) Letters of acceptance from graduate programs, confirmation of travel/study dates and professional appointments.
- (b) Letters from the School Dean (or supervisor) and appropriate dean evaluating the academic value of the proposed sabbatical and the ability of the applicant to successfully complete the sabbatical proposal.

VII. Post Sabbatical Report

The format and content of this report should be previewed.

**DESERT COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE REQUEST**

Last Name	First	Middle
-----------	-------	--------

Home Address	City	Zip Code	Home Telephone
--------------	------	----------	----------------

College or District Office	Office Telephone Ext.	Position/Subject Field
----------------------------	-----------------------	------------------------

LEAVE DATA

1. Number of semesters requested (1,2) _____
2. Beginning Month _____ Date _____
3. Ending Month _____ Date _____
4. Date of full-time faculty employment _____
5. Number of years since previous sabbatical _____
6. Indicate type of leave activity:

- _____ Formal Study
- _____ Study/Travel
- _____ Occupational Experience
- _____ Creative Work
- _____ Research

-
- | | |
|---|------------|
| 1. Applicant's Signature _____ | Date _____ |
| 2. School Dean, _____ | Date _____ |
| 3. Dean (or Supervisor), _____ | Date _____ |
| 4. Sabbatical Leave Committee, Recommendation | Date _____ |
| 5. Professional Standards Committee, Recommendation | Date _____ |
| 6. President, Academic Senate Recommendation | Date _____ |
| 7. President, Recommendation | Date _____ |
| 8. Board Action | Date _____ |

DESERT COMMUNITY COLLEGE DISTRICT CONTRACT FOR SABBATICAL LEAVE

I, _____, hereby apply for sabbatical leave

From _____ to _____

for the purpose of _____

on a salary basis during period of leave of full salary in accordance with the regulations of the College of the Desert covering such leave.

My salary is based on step _____, column _____.

I have been a member of the faculty at College of the Desert for _____ years.

My previous sabbatical leaves have been as follows:

From _____ to _____; From _____ to _____;

If granted sabbatical leave, I hereby agree to abide by the terms of the regulations governing sabbatical leave, as set forth on the attached sheet and Administrative Policy #4152.1 (Faculty Handbook) and the California Education Code. I understand that my violation of the terms of the regulations governing sabbatical leaves could result in any one or a combination of the following actions:

- (1) An immediate revocation of the sabbatical leave or a change to a leave of absence without pay.
- (2) Responsibility for restitution to the District for funds received for the sabbatical leave.
- (3) Loss of column advancement on the salary schedule as a result of graduate work done while on the sabbatical.
- (4) Loss of step advancement on the salary schedule for the year in which the sabbatical was taken.

It is understood that action to implement any of these would need consideration by the Sabbatical Leave Committee, the President and approved by the Board of Trustees and would be implemented by the President of the College or his/her designate.

I hereby further agree to remain in the service of the College of the Desert for at least two years after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with the College within the period of two years after the expiration of my sabbatical leave, I agree to refund to the College within three months the amount paid during this period of sabbatical leave, provided however, that in case of my permanent disability due to ill health or accident, or death, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

Signature of Applicant

School Dean

Present Rank or Title

Division

Action of Sabbatical Leave Committee

Date

Action of Professional Standards Committee

Date

Action of Appropriate Vice President

Date

Action of Superintendent/President

Date

Action of Board of Trustees

Date

1 copy - Applicant

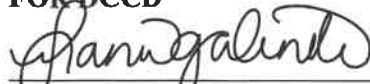
1 copy -

Personnel File 1

copy - College

Library

FOR DCCD



Diana Galindo
Vice President, Human Resources
& Employee Relations
Desert Community College District

FOR CODFA



[Oceana Collins \(Oct 14, 2023 07:30 PDT\)](#)

Oceana Collins
Chapter President
College of the Desert Faculty Association

TENTATIVE AGREEMENT

APPENDIX D: SABBATICAL LEAVE PROCEDURES

SABBATICAL LEAVE PROCEDURES

A. GENERAL PROCEDURES

1. Sabbatical leaves may be granted by the District for the purpose of permitting study or travel which will benefit the District and students in the Desert Community College District, not as a reward for past services. Applications for sabbatical programs which meet general policy are solicited from all unit members.
2. **Committee Composition**
 - a. All unit members are eligible for membership. The Vice President of Human Resources may be seated as an ex officio member of the committee.
 - b. No more than 25 percent of the membership of the committee is to be changed each year.
 - c. No unit member with a sabbatical application before the committee shall serve as a member of the committee for that year.
3. **Sabbatical Purpose**

Approved sabbatical purposes are study, travel, creative work, or research which will demonstrably contribute to professional growth.
4. **Eligibility**

A unit member shall be eligible to receive, if approved, a sabbatical leave after six (6) consecutive years of full-time service to the District. The unit member shall be eligible thereafter to apply for a sabbatical leave upon completion of each additional six (6) years of service. In accordance with Education Code Section 87767, if the leave of absence is taken in non-consecutive periods, the period of service intervening between those separate periods shall comprise a part of the service required for a subsequent leave of absence.

 - a. **Options**
 - 1) One contract year at full salary.
 - 2) One semester at full salary.
 - 3) Two alternating semesters at full salary. The two alternating semesters must commence and be completed within a three-year period.
 - b. **Number of Leaves**

The District will allow a minimum of one sabbatical per fiscal year, for fiscal years 2013-14 and 2014-15 unless no application is received that is approved through the process outlined below.
 - c. The Sabbatical Leave Committee shall serve as the Sabbatical Leave Committee at both the campus and district levels.
5. **Method of Compensation**
 - a. The unit member may elect to receive compensation in the same manner as if he/she were in active service. A unit member who has completed his/her sabbatical leave and who leaves the district before fulfilling his/her service

obligation of two (2) years shall reimburse the District in the amount due for the proportion of his/her unfulfilled obligation no later than three (3) months after leaving the district.

- b. In case of death of the unit member while on leave, his/her estate shall not be required to fulfill the conditions upon which the leave was granted, but payment of salary by the district shall cease upon such death.
- c. Interruption of the program by serious accident or illness shall not prejudice a unit member with regard to the fulfillment of the conditions upon which such leave was granted, nor affect the amount of compensation to be paid under the terms of the leave, provided, however, that the College President has received prompt notification of such accident or illness, which in general shall be by registered or certified letter, mailed within ten (10) days of such accident or illness.

6. Status While On Leave

- a. Time on sabbatical leave shall be counted as regular service for purposes of salary advancement or reclassification and for retirement purposes.
- b. **Other Income While on Leave**
Outside employment during the period of sabbatical leave must be limited so that services performed by the unit member for such income do not interfere with the fulfillment of the conditions of the leave.

7. Time Line

Application for sabbatical leave must be filed in accordance with the following deadlines:

- a. All applications are due for submission to School Deans or immediate supervisors on or before October 15.
- b. Complete applications are to be submitted to the Sabbatical Leave Committee on or before November 1. (See Guidelines for Sabbatical Leave Application.)
- c. The Committee may request attendance of applicants at any of its meetings.
- d. The Committee shall make its recommendations to the Administration by March 1.
- e. Ending reports from those unit members on Fall sabbatical leave are due on or before March 1.
- f. Ending reports from those unit members on Spring sabbatical leave are due on or before October 1.
- g. A note is to be sent to all unit members on or before May 1 reminding them of the November 1 sabbatical proposal deadline.

B. FORMS OR AUXILIARY REFERENCES USED

"Application and Contract for Sabbatical Leave"

C. APPLICATION PROCEDURES

1. Applicant

Unit members desiring to apply for sabbatical leave submit applications for leave to his/her Dean or immediate supervisor and to the Sabbatical Leave Committee chairperson. The application should certify eligibility for leave and dates and lengths of previous sabbatical leaves. Letters from the School Dean (or supervisor) and appropriate Dean evaluating the academic value of the proposed sabbatical and the ability of the applicant to successfully complete the sabbatical proposal must be included in the application which is submitted to the Sabbatical Leave Committee.

2. Sabbatical Leave Committee

- a. Evaluates applications, reviews applicants' eligibility and previous sabbatical leaves (if any), assists as needed, with revisions, etc., and recommends which applications shall be forwarded to the Faculty Development Committee.
- b. Informs applicant of disposition of the application. If application is rejected, explains reasons and makes applicant aware of eligibility for reapplication in a later year.

3. Faculty Development Committee

(Reviews applications as presented from the Sabbatical Leave Committee). Forwards approved applications to the Superintendent/President for consideration and recommendation. Creates a list of alternates for consideration in the event an approved applicant is unable to use sabbatical leave.

4. Sabbatical Leave Committee/Superintendent/President

If the sabbatical recommendations of the Sabbatical Leave Committee and those of the Superintendent/President differ, a meeting of the Superintendent/President, Committee Chairperson and sabbatical applicant will be held to resolve any differences. If the differences cannot be resolved, the Committee Chairperson will separately present the recommendations of the Committee to the President.

5. College President

- a. Reviews recommendations of the Sabbatical Leave Committee.
- b. Forwards approved applications to the Board of Trustees for action.

6. Board of Trustees

Acts upon recommendation of President.

7. Recipient

- a. Notifies payroll office, in writing, of address to which pay warrants are to be sent.
- b. Places in the college library and the district Human Resources Office a copy of his/her sabbatical leave proposal.
- c. The recipient shall receive written approval of the sabbatical leave plan from the President prior to absence from his/her position of responsibility at College of the Desert.
- d. If a recipient has any serious accident or illness which will affect the leave plan, the recipient shall notify the President of the College by registered or certificated mail within ten (10) days of said accident or illness or as soon as practical.
- e. If the recipient proposes any changes in the leave plan as approved by the Board of Trustees and as listed in the approved plan, the recipient shall request

- approval of this change, in writing, through the Sabbatical Leave Committee. No substantive changes are to be made in the sabbatical leave plan without prior written authorization from the President of the College.
- f. No later than six (6) weeks after return to duty, the recipient shall submit evidence, as required, through the Sabbatical Leave Committee to verify that he/she has met objectives stated in the approved application. The post-sabbatical report shall include a copy of the original sabbatical proposal which describes the expected content, format, etc. of the post-sabbatical report. The committee's recommendation concerning this evidence will be forwarded to the President.
 - g. The Committee may request that the recipient present to the faculty, or a symposium forum, a synopsis of his/her sabbatical leave.
 - h. The recipient will present an overview of his/her post-sabbatical report to the Board of Trustees upon Sabbatical Leave Committee approval of said report.
 - i. In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a sabbatical leave, the following description of documentation for various types of proposals is offered as a guideline for sabbatical recipients:

(1) FORMAL COURSE WORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING

An official transcript of grades (for an American accredited collegiate institution) or an official letter of verification, signed by an appropriate authority indicating that the course of study has been completed satisfactorily and any degrees or certificates obtained.

(2) WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

- a. Indicates the name and place where work was done.
- b. Indicates the type of work performed.
- c. Indicates the quantity of time spent working.
- d. Indicates the quality of the work performed.

(3) TRAVEL/STUDY/VISITATION

- a. Travel itineraries (places, dates, times, etc.).
- b. Name, title and address of person he/she may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaborative effort.
- c. Manuscripts, publications, papers, paintings, drawings, videotapes, photographic reproductions, copies, dated tape recordings and/or similar materials produced or acquired as a result of his/her

- activity that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied and/or collected.
- e. Names, titles, places, dates, etc. of conferences, seminars or meetings attended, including synopsis of each activity.

(4) RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the location(s) or institution(s) where his/her project/study was carried on and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/ activity/study received from appropriate individuals, institutions, companies or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work and/or other similar materials developed or produced as a result of his/her research, study or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description and other evidence, if any, of any lectures delivered and/or seminars, meetings or conferences in which he/she was an active participant.

Various combinations of the above may be considered, depending on the nature of his/her proposed activity and objectives.

The preceding guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the sabbatical leave policy.

8. Sabbatical Leave Committee

Reviews post sabbatical reports and makes recommendations to the President.

9. College President

- a. Reviews sabbatical leave reports.
- b. Presents evidence of the satisfactory completion of the goals and objectives of the sabbatical leave to the Board of Trustees.

10. Board of Trustees

- a. Will review the sabbatical leave report of the President of the College and certify that the sabbatical leave requirements, as approved, have or have not been satisfactorily completed. It is preferred that the post-sabbatical report be presented, in person, to the Board by the unit member.
- b. In the event that the Board decides the objectives of the sabbatical leave, as approved, have not been satisfied, they may invoke one or more of the actions listed in the Contract signed by the sabbatical leave recipient.

GUIDELINES FOR SABBATICAL LEAVE APPLICATION

In order that the Sabbatical Leave Committee may objectively evaluate each application, the following outline is offered. Applicants are not restricted to these issues. However, each item on this list should be thoroughly developed and explained before approval will be recommended by the Sabbatical Leave Committee.

I. Statement of Topic

Should frame the thesis of the proposal.

II. Statement of Need

May include student, individual, department, college and/or community need.

III. Evidence of Preparation and Commitment

Information pertaining to professional background, interest and goals may be included.

IV. Sabbatical Objective and Goals

The applicant must file with this application the prospectus of his/her study during the sabbatical, divided into two sections:

- (a) What the sabbatical study would do to enhance the effectiveness of the individual unit member.
- (b) What benefit might accrue to the institution as a result of the applicant's study leave.

V. Time Line

The schedule/itinerary should be as specific as possible.

VI. Supporting Documentation

- (a) Letters of acceptance from graduate programs, confirmation of travel/study dates and professional appointments.
- (b) Letters from the School Dean (or supervisor) and appropriate dean evaluating the academic value of the proposed sabbatical and the ability of the applicant to successfully complete the sabbatical proposal.

VII. Post Sabbatical Report

The format and content of this report should be previewed.

**DESERT COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE REQUEST**

Last Name	First	Middle
-----------	-------	--------

Home Address	City	Zip Code	Home Telephone
--------------	------	----------	----------------

College or District Office	Office Telephone Ext.	Position/Subject Field
----------------------------	-----------------------	------------------------

LEAVE DATA

1. Number of semesters requested (1,2) _____
2. Beginning Month _____ Date _____
3. Ending Month _____ Date _____
4. Date of full-time faculty employment _____
5. Number of years since previous sabbatical _____
6. Indicate type of leave activity:

- _____ Formal Study
- _____ Study/Travel
- _____ Occupational Experience
- _____ Creative Work
- _____ Research

-
- | | |
|---|------------|
| 1. Applicant's Signature _____ | Date _____ |
| 2. School Dean, _____ | Date _____ |
| 3. Dean (or Supervisor), _____ | Date _____ |
| 4. Sabbatical Leave Committee, Recommendation | Date _____ |
| 5. Professional Standards Committee, Recommendation | Date _____ |
| 6. President, Academic Senate Recommendation | Date _____ |
| 7. President, Recommendation | Date _____ |
| 8. Board Action | Date _____ |

DESERT COMMUNITY COLLEGE DISTRICT CONTRACT FOR SABBATICAL LEAVE

I, _____, hereby apply for sabbatical leave

From _____ to _____

for the purpose of _____

on a salary basis during period of leave of full salary in accordance with the regulations of the College of the Desert covering such leave.

My salary is based on step _____, column _____.

I have been a member of the faculty at College of the Desert for _____ years.

My previous sabbatical leaves have been as follows:

From _____ to _____; From _____ to _____;

If granted sabbatical leave, I hereby agree to abide by the terms of the regulations governing sabbatical leave, as set forth on the attached sheet and Administrative Policy #4152.1 (Faculty Handbook) and the California Education Code. I understand that my violation of the terms of the regulations governing sabbatical leaves could result in any one or a combination of the following actions:

- (1) An immediate revocation of the sabbatical leave or a change to a leave of absence without pay.
- (2) Responsibility for restitution to the District for funds received for the sabbatical leave.
- (3) Loss of column advancement on the salary schedule as a result of graduate work done while on the sabbatical.
- (4) Loss of step advancement on the salary schedule for the year in which the sabbatical was taken.

It is understood that action to implement any of these would need consideration by the Sabbatical Leave Committee, the President and approved by the Board of Trustees and would be implemented by the President of the College or his/her designate.

I hereby further agree to remain in the service of the College of the Desert for at least two years after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with the College within the period of two years after the expiration of my sabbatical leave, I agree to refund to the College within three months the amount paid during this period of sabbatical leave, provided however, that in case of my permanent disability due to ill health or accident, or death, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

Signature of Applicant

School Dean

Present Rank or Title

Division

Action of Sabbatical Leave Committee

Date

Action of Professional Standards Committee

Date

Action of Appropriate Vice President

Date

Action of Superintendent/President

Date

Action of Board of Trustees

Date

1 copy - Applicant

1 copy -

Personnel File 1

copy - College

Library