



POLICY AND PROCEDURE

Procedure:	Sabbatical Leave
Policy No.:	2.21
Department:	Academic Affairs
Contact:	Vice President for Academic Affairs

Policy

The major purpose of a sabbatical leave is to provide faculty an opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work, and travel so that teaching effectiveness may be enhanced. ~~For the purpose of this document, the term “faculty” refers to means~~ full-time counselors, librarians, ~~and~~ instructors, and professors whose primary responsibility is teaching. The number of sabbatical leaves per year is determined by the number of academic faculty positions at GBC is equal to two percent of the academic faculty of the previous academic year.

In evaluating sabbatical proposals, the Personnel Committee is charged with determining how the sabbatical leave will enhance the faculty member’s professional effectiveness.

Procedures

1.0 Guidelines

Guidelines for Sabbatical Leave are listed below:

- ✓ Eligibility for sabbatical leave commences at the end of the sixth year of service whether or not it coincides with the end of the academic year.
- ✓ Sabbatical leave is awarded either for one year at two-thirds salary or ~~for~~ one-half year at full salary.
- ✓ Faculty members awarded leave will agree to return to the college for one year upon completion of sabbatical.
- ✓ Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.
- ✓ A written report concerning sabbatical leave activity shall be submitted to the President within by the end of the subsequent fall or spring semester after returning from leave. three months after the end of the leave and a verbal report shall be given to Faculty Senate within three months of returning from ~~S~~sabbatical.

Completed applications from eligible professional staff members shall be submitted to the Chair of the Faculty Senate Personnel Committee on or before the 30th day last Friday of October each year. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee and submitted to your the applicant's appropriate Dean, then to their Vice President, and then to the President for review by the administrative committee Leadership Council.

2.0 Eligibility

- Any tenured faculty member who has served full-time for six or more years at GBC without receiving a sabbatical leave is eligible to apply for sabbatical leave.
- Eligibility for sabbatical leave commences at the end of the semester in which the sixth full year of service at GBC is completed. A faculty member can apply during their sixth year of service at GBC. Only years of service at GBC will count toward sabbatical leave.
- Accumulation of time at GBC toward the next sabbatical leave shall not begin until the date of completion of the prior sabbatical leave.
- A faculty member who has resigned or has been terminated for reasons other than financial exigency or curricular reasons and subsequently rehired at GBC must have six full-time years of service from the time of rehiring.
- Authorized leaves (teaching, formal education, work experience, personal, medical/emergency/maternal) will not break the continuity of service, but these years shall not be credited toward a sabbatical leave.
- Any faculty member whose primary responsibility is administrative in nature is not eligible for sabbatical leave. (B/R 12/98)
- Years spent in administrative work will not be credited toward sabbatical leave.
- Short-term temporary contract supplements for special services, such as those for teaching summer sessions, shall not be considered in establishing the base for sabbatical leave.
- A year/Time will not count toward sabbatical leave if the individual spent 51% or more of his/her work time on administrative duties for that year.

3.0 Criteria to be Used in Awarding Sabbatical Leave

In evaluating sabbatical proposals, the Personnel Committee will use the following criteria.

- Applicant's accomplishments and leadership within the college or community and the proposal's inclusion of research, publication, scholarly presentation, or creative activity – worth up to 10 points.
- For every year of service, one point will be awarded up to 10 points OR For every year of service since the applicant's last sabbatical, one point will be awarded up to 10 points. Years of service must be confirmed by Human Resources.
- Likelihood that the conditions of the proposal will be met in the granted leave – worth up to 10 points.
- Benefits of the project to GBC: Project will benefit GBC students – worth up to 5 points. Project will benefit institution/meet GBC's mission – worth up to 5 points.
- Potential for growth: Project will benefit applicant's primary responsibilities – worth up to 4 points. Project will benefit intellectual development – worth up to 4 points. Project will include community service – worth up to 2 points.

There are 50 points possible and the applicant must receive at least 35 to be recommended for sabbatical. If there are more applicants than sabbatical positions the committee will rank the candidates by their points and recommend based on that.

- ~~One page summary of the proposal—worth up to 15 points.~~
- ~~Relevant value in meeting the mission of the college—worth up to 15 points.~~
- ~~Importance in helping the applicant perform his/her current duties—worth up to 15 points.~~
- ~~Contributes to the personal/professional growth of the person applying—worth up to 15 points.~~
- ~~Probability that the conditions of the proposal can be met in the granted leave time—worth up to 15 points.~~
- ~~For every year of service since last sabbatical leave, one point will be awarded. Human Resources must verify years of service.~~
- ~~Total points must be greater than 45 to be considered for Sabbatical.~~

4.0 Application Process

Applicants ~~tions shall be made must submit using~~ a Sabbatical Leave Application Form available in the human resources office or attached to this policy. All information and supporting documentation requested on the form shall be furnished by the applicant, whose responsibility it is to see that a complete application is submitted to the Faculty Senate Personnel Committee.

The completed application and all supporting materials called for in the application form must be properly prepared and filed by the application deadline (~~October 30~~ **last Friday in October**) in the academic year prior to the effective date of the requested leave.

The Faculty Senate Personnel Committee will forward the applications and ~~its~~ their recommendations to ~~the appropriate Dean. the appropriate vice president.~~

5.0 Rights of Faculty on Sabbatical Leave

The taking of ~~a~~ sabbatical leave shall in no way interfere with the continuing employment of an individual by the college, with any possible promotion or salary increases, or with any other rights normally associated with work at the college. Sabbatical leave, in some cases, may reduce retirement benefits. Persons taking sabbatical leave may wish to check with the Human resources office in this regard.

Additional income, ~~for example,~~ grants-in-aid, or fellowships, may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the college. (B/R 1/92)

6.0 Obligations of Faculty Who Take Sabbatical Leave

- The most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application. If circumstances occur ~~prior to~~ before the start date of the sabbatical which make it impossible to fulfill the approved sabbatical proposal, the recipient will be expected either to relinquish the awarded sabbatical and perform normal duties during that year or to request authorization from the Senate Personnel Committee to proceed with an alternative project. If the Personnel Committee is not available, authorization should come from the appropriate academic administrator.
- Upon completion of the sabbatical leave, the recipient must return to college duties for a period of ~~time at least equal to that of the last annual contract prior to sabbatical leave.~~ one year.
- A written report of sabbatical leave activities shall be submitted to the appropriate ~~dean. vice president.~~ This report must be submitted by the end of the subsequent fall or spring semester after returning from leave June 30 of the end of the sabbatical year. The report should address the proposal in the application for leave, describe what was accomplished, explain the current status of the project, and future status if applicable. It may also describe other professional accomplishments during the

time of the leave. It will be the task of the appropriate Academic Administrator to assess whether the sabbatical report is satisfactory.

- Acknowledgement of sabbatical assistance shall be given in any publications, performances, or other professional activities accomplished during the sabbatical, ~~or as a result of it.~~
- A signed sabbatical leave application shall constitute acceptance of all obligations on the part of the faculty member taking sabbatical leave.

7.0 Sabbatical Leave Committee

The Personnel Committee of the GBC Faculty Senate is the Sabbatical Leave Committee.

Applicants for sabbatical leave may not serve on the Personnel Committee during the year of the application.

8.0 Procedures of Sabbatical Leave Committee

- All deliberations of the committee shall be confidential.
- Sabbatical leave applications are available online or included in this policy. These applications must be submitted to the Chair of the Personnel Committee by 5:00 p.m. ~~–October 30 on the last Friday of October.~~
- The committee shall, after thorough deliberations during which all applications are reviewed in detail, send forward to the ~~vice president~~ appropriate Dean with copies to the president and the Faculty Senate Chair, their recommendation for sabbatical leave. It is the responsibility of the president of GBC to notify the successful applicants in writing within ~~one week~~ 30 days upon receiving the recommendation from the Personnel Committee.

9.0 Responsibilities of the President

- The president shall be responsible for making sabbatical leave recommendations to the Board of Regents by the required meeting date in the year prior to the academic year during which leave is desired.
- Whenever the president's recommendations to the Board of Regents deviate from those of the committee, the changes shall be justified to the chair of the Personnel Committee before the president makes his/her recommendations to the Board of Regents concerning sabbatical leaves.
- The president shall notify those awarded sabbatical leave by the Board of Regents as soon thereafter as possible. Those applicants not being awarded sabbatical leave will also be notified in writing by the president within 30 days of the decision.

~~10.0 Responsibilities of the Faculty Senate Concerning Sabbatical Leaves~~

~~The Faculty Senate shall select new members of the Personnel Committee from the faculty at large at any time vacancies occur. It shall also select each year a chair of the committee.~~

Approved by PC: April 22, 2008
Contact the assistant to the president for any questions, corrections, or additions.

GREAT BASIN COLLEGE
Sabbatical Leave Application Form

MEMORANDUM

TO: Professional Staff Members

SUBJ: Application for Sabbatical Leave

REFERENCE: Sabbatical Leave Policy and Procedure

Guidelines for Sabbatical Leave are listed below:

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- ✓ Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.
- ✓ A written report concerning sabbatical leave activity shall be submitted to the President by the end of the subsequent fall or spring semester after returning from leave. within three months after the end of the leave and a verbal report shall be given to Faculty Senate within three months of returning from Ssabbatical.

Completed applications from eligible professional staff members shall be submitted to the Chair of the Faculty Senate Personnel Committee on or before the 30th day of last Friday in October each year. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee. -and Their recommendations will be submitted to the faculty member's appropriate Dean, then to the Vice President, and then to the President for review by Leadership Council. the administrative committee.

GREAT BASIN COLLEGE
Sabbatical Leave Application Form

Submit two copies of the following application, one to your appropriate Vice President, the other to the Chair of the Faculty Senate Personnel Committee. Applications must be submitted no later than ~~October 30~~ the last Friday in October.

- I. Complete and sign two copies of the accompanying cover form. Arrange the items listed below in the order listed, and attach copies of each to the cover forms.
- II. Write a separate and detailed description of how you propose to spend your sabbatical leave. The Personnel Committee will evaluate your proposal based on the criteria outlined in the Sabbatical Leave Criteria Evaluation Form provided at the end of this application. ~~It is essential that you~~ You must provide sufficient detail for the ~~C~~committee to make a proper evaluation. Discuss any pending or planned applications for additional monetary support for the proposed sabbatical leave project. Other pertinent information may be appended to the proposal.
- III. Attach letters from no more than three colleagues/department members in support of your leave proposal. The letters may address themselves to the following matters, singly or in combination:
 - a. An evaluation of the proposal and its potential benefit to you and GBC.

b. Support of the faculty member's sabbatical leave.

~~b. An estimate of the likelihood that you will be able to complete successfully the activity you are proposing.~~

~~b. An evaluation of your effectiveness in carrying out the duties of your current position.~~

IV. Provide the following information:

- a. Education
- b. Professional experience
- c. Accomplishments on any previous sabbatical leave
- d. Job responsibilities
- e. Other data which would suggest success in the project you are proposing.
- f.
- g. A timeline for which you expect to be able to complete the activity you've requested sabbatical for.

GREAT BASIN COLLEGE
Sabbatical Leave Application Form

Name _____ Date _____

Position held at GBC _____

"A" Contract _____ "B" Contract

~~"B" Contract~~

Request Leave:

½ year at full salary _____ full year at two-thirds salary

~~full year at two-thirds salary~~

Years of full-time salaried service at GBC since initial employment or since last sabbatical leave, including the present academic year, but not including leave of absence without pay: _____

Date of last sabbatical leave if any: _____

½ year _____ full year

~~full year~~

★ Return this form to the Personnel Committee Chair.

FOR COMMITTEE USE ONLY:

<p><u>Personnel Committee Recommendation</u> <u>Approved</u> <u>Disapproved</u></p>
<p>Confirmation of years of service for Sabbatical: _____ (Signature, Human Resources Department)</p>
<p>The candidate has satisfied the requirements for Sabbatical: _____ (Signature, VP <u>Dean</u>)</p>
<p><u>The candidate has satisfied the requirements for Sabbatical:</u> _____ (Signature, <u>VP</u>)</p>

~~Committee Response~~ — ~~Approved~~ — ~~Disapproved~~

~~Comments:-~~

Approval by President (Signature)

Date

Comments:

1)

Write a detailed (no more than two pages) summary of your proposal and include the following aspects:

- a) Describe the purpose of your sabbatical in meeting the mission of the college.
- b) ~~Explain the relevance of your sabbatical in helping the applicant perform his/her current duties.~~
- c) Describe how your sabbatical will contribute to your personal and professional growth.
- d) Explain the probability that the conditions of the proposal can be met in the granted leave time.

I agree to the obligations and conditions of sabbatical leave at GBC and NSHE Code, Title 4, Chapter 3, Section 14, and I agree that I will use the granted leave time to accomplish the proposal I have outlined above.

Signature

Date

GREAT BASIN COLLEGE
Sabbatical Leave Criteria Evaluation Form

CANDIDATE: _____

PROPOSAL'S MERIT AND PRACTICALITY	Excellent 15-points	Good 12-points	Adequate 9-points	Weak 6-points	Not-Demonstrated 0-points
Minimum Standard Requirements:					
One page summary of the proposal is complete.					
Relevant value in meeting the mission of the college.					
Importance in helping the applicant perform his/her current duties.					
Contributes to the personal/professional growth of the person applying.					
Probability that the conditions of the proposal can be met in the granted leave time.					
Total points _____					

*Greater than 60 = Excellent *Greater than 40 points = Good *Greater than 30 points = Adequate * 29 or below = Not Demonstrated _____

*Total points must be greater than 45 to be considered for Sabbatical.

YEARS OF SERVICE	
1. For every year of service since last sabbatical leave, award one point.	_____ X 1 = _____ Points
CUMULATIVE POINTS	
Merit and Practicality + Years of Service _____ =	_____ POINTS
RECOMMENDED _____ YES/NO	COMMENTS
_____ Chair, Personnel Committee _____ Date	

Great Basin College

Sabbatical Leave Criteria Evaluation Form (to be filled out by Personnel Committee Chair after discussion with committee)

Candidate:

Criteria Category

Subcategories to consider

Points Awarded

Accomplishments & Leadership - 10 points possible. Points may be awarded in any one of the subjects listed or a combination thereof.

College Leadership Activities: senate committee assignments, leadership within the department, Faculty Senate/committee/department chair

Intellectual Leadership: research, publication, scholarly presentations, or creative activity

Community activities that are related to the teaching profession or show exceptional community accomplishments

Years of Service - 10 points possible (only put points in either A or B, not both)

A. If the applicant has not received a previous sabbatical leave, one point will be awarded from every year of service at GBC to a maximum of 10 points.

B. If the applicant has received a previous sabbatical leave, one point will be awarded for every year of service since the completion of the applicant's most recent sabbatical leave to a maximum of 10 points

Adequate Timeline - 10 points possible	The likelihood that the conditions of the proposal will be met in the granted leave. The timeline is to be reasonable and appropriate for the type and scope of the project proposed, if applicable.	
Benefits of Project to GBC - 10 points possible	Project will benefit students - 5 points possible	
	Project will benefit institution/meets GBC's mission - 5 points possible	
Potential for Growth - 10 points possible	Project will benefit applicant's primary responsibilities - 4 points possible	
	Project will benefit intellectual development - 4 points possible	
	Project will include community service - 2 points possible	
Total Points awarded must be more than 35 to earn recommendation.		0
Comments:		

Recommended	Yes _____	
	No _____	
Chair, Personnel Committee		Date