



Reference: *Education Code Section 87767 et seq.*
Accreditation Standard III.A.5
West Hills College Faculty Association/CTA/NEA Collective Bargaining Agreement

Eligibility

A certificated faculty member who has satisfactorily completed a sequence of six full years of service will be eligible to apply for sabbatical leave.

Notification concerning the availability of sabbatical leaves for a given year will be provided by the Chancellor no later than October 1 of each academic year.

Acceptable Activities

The proposed plan of work must significantly relate to the faculty member's teaching assignment. It should have the effect of enhancing the background or improving the teaching ability of the faculty member. Equal value shall be given to study, research, travel, or other creative activity, or a combination thereof. Examples of acceptable sabbatical activities include, but are not limited to, the following:

- **Work Toward a Higher Degree**

A certificated employee on sabbatical leave for the purpose of obtaining a higher degree must be accepted in a degree program of an accredited college or university with the prospect of completing a major portion of the required program during his/her sabbatical. A preliminary schedule of degree requirements and courses to be completed during the year must be submitted.

A transcript of graduate units completed or other evidence of completion of degree requirements must be submitted to the Chancellor's office within 30 days of the employee's return to duty. If credit is to be claimed for salary classification (or increment) transcripts must be filed in accordance with the rules governing the salary schedule.

- **Study, Research, Travel, Creative Activity or a Combination Thereof**

The applicant must provide a detailed report on the nature of the study, research, travel, creative activity or a combination thereof. He/she must describe where the work will be undertaken, and the results that are expected.

Upon completion of the sabbatical leave, and within 30 days of the employee's return to duty, the applicant must submit evidence of the satisfactory completion of the study or research to the Chancellor in the form of a thesis, a seminar paper,

materials for publication, or other approved format. This report will include a description of the sabbatical, the objectives, a detailed summary, conclusion, and evaluation. It shall be kept on file in the college library.

- Curriculum Planning

Sabbatical leave under this section should be undertaken only after the College President, in consultation with the Chief Instructional Officer and the faculty member, agrees that a need exists.

The application shall include a definition and statement of the curriculum proposal. There should be a statement of the course work and/or experiences needed to implement the proposal.

Upon completion of the leave, and within 30 days of the employee's return to duty, a detailed written report shall be submitted to the Chancellor. This report will include a description of the sabbatical, the objectives, a detailed summary, conclusion, and evaluation. It will be kept on file in the college library.

- Retraining

Faculty may request a sabbatical for the purpose of retraining in an area or teaching discipline which will benefit the District, the students, and the instructor. Retraining must specifically increase the effectiveness of the faculty member and his/her usefulness to the District. Sabbatical leave under this section may be undertaken only after the College President, in consultation with the Chief Instructional Office and the faculty member, agrees that a need exists.

The application shall include a description of the proposed retraining including documentation of the need for such retraining; benefit to the District, students, and instructor; and proposed method of acquiring the retraining.

Extent and Compensation

Sabbatical leaves may be granted for a full academic year at half pay, one (1) semester at full pay, or two (2) semesters at half pay, provided that in the last case both leaves are completed within a three (3) year period.

Compensation while on sabbatical leave shall be paid the employee while on leave in the same frequency as if the employee were on duty in the District. As a condition of the leave, a faithful performance bond or a leave of absence agreement must be executed and the employee shall agree in writing to render a period of service to the West Hills Community College District following his/her return from the leave which is equal to twice the period of the leave.

There shall be no reduction in employee benefits during the term of a faculty member's sabbatical leave.

Compensation for any outside employment accepted during sabbatical leave shall not exceed the difference between the regular salary of the employee and the salary for sabbatical leave.

Sabbatical leave shall be counted as a year of service and experience on the salary schedule.

Interruption of a program of study or travel while on sabbatical leave caused by serious illness or accident, evidence of which is satisfactory to the Chancellor and the Board of Trustees, shall not be held against an employee with regard to the fulfillment of the conditions regarding the study or travel under which the leave is granted; nor shall it affect the amount of compensation to be paid the employee while on leave, provided, however, that the Chancellor has been promptly notified of such accident or illness while on sabbatical leave. Notification to the Chancellor shall be made by registered letter, mailed within 30 days of the time of the accident or the onset of the illness.

The employee's normal percentage rate of deduction for retirement purposes shall be applied to the actual salary received. Retirement credit will be accrued in accordance with provisions set forth by the State Teachers Retirement System.

A written report and transcripts covering formal academic study, if any, shall be filed upon return from leave with the Chancellor for review by the members of the Board of Trustees.

Application Procedures

- A. Eligible faculty members must submit a completed Application for Sabbatical Leave (see Appendix A) to the College President prior to December 1 of the academic year preceding the year for which the leave is requested. The application should provide sufficient information for evaluation according to the criteria outlined in Board Policy 7341, Sabbaticals.

Sabbatical leave applications will then be forwarded to the Academic Senate. The Academic Senate will review the applications and recommend acceptable applications for final approval by the Chancellor and Board of Trustees.

- B. The recommendations of applicants by the Academic Senate will be influenced significantly as indicated below:
1. Major consideration will be given to the present and future worth of the sabbatical leave in terms of improving student success and/or curriculum development.

2. Consideration may be given to past accomplishments such as workshops, committee work, individual projects and studies, and any other group activities.
3. Should the District be undertaking a project or have a need in a certain field, priority may be given to those applicants most likely to make a contribution to these needs.
4. With less emphasis, consideration also may be given in terms of length of service to the District and distribution of sabbatical leaves among the various departments.

Selection Procedures

- A. The Academic Senate will screen the sabbatical leave applications and forward their recommendation(s), including the applications, to the College President by February 1.
- B. The College President and the Chancellor will review the recommended applications. The Chancellor will recommend either acceptance or rejection of the recommended applications to the Board of Trustees at the February Board meeting.
- C. The applicants will be notified by the Chancellor on or before March 15 regarding the acceptance or rejection of their applications by the Board of Trustees.

Board approval: 8/27/96
Revised: 9/18/12



WEST HILLS
COMMUNITY COLLEGE DISTRICT

**APPLICATION FOR
SABBATICAL LEAVE**

This form must be submitted by December 1 of the academic year
preceding the year for which the sabbatical leave is requested

PART I

Name:

Date:

Department/Discipline:

Date of First Full Time Contract with WHCCD:

Has service been continuous since that date?

Yes

No

If No, please explain:

Has service been on a full time contract?

Yes

No

Effective dates for proposed
sabbatical leave:

From:
(Month/Year)

To:
(Month/Year)

PART II

Please be specific about what you propose to accomplish. You may indicate a combination of eligible activities.

Work Toward a Higher Degree

Explain:

Study, Research, Travel, Creative Activity or a Combination Thereof

Explain:

Curriculum Planning

Explain:

Retraining

Explain:

PART III

Please respond to each of the following:

How will completion of your project improve student success?

What affect will your project have on curriculum development?

Discuss your past accomplishments and activities, including participation in West Hills Community College District activities and committees.

How will completion of your project address the needs of the District?

PART IV – After completion of Parts I, II and III, please print application and route for signatures/ approval.

_____ Date: _____
Signature of Applicant

Recommendation of College President: ___ Approve ___ Deny
Comments: _____ _____ _____ _____
_____ Date: _____ Signature of College President

Recommendation of Academic Senate: ___ Approve ___ Deny	
Comments: _____ _____ _____	
_____	Date: _____
Signature of Academic Senate President	

Recommendation of Chancellor: ___ Approve ___ Deny	
Comments: _____ _____ _____	
_____	Date: _____
Signature of Chancellor	

Action by Board of Trustees: ___ Approve ___ Deny	
Date of action: _____	
Comments: _____ _____ _____	
_____	Date: _____
Signature of Board of Trustees President	