

**Long Beach Community College District
Long Beach City College**

Sabbatical Leave Information Packet
Academic Year 2012–2013



Important Events

Workshop Date

Proposals with required signatures

Date/Deadline

September 7, 2011

October 10, 2011

Members of the Sabbatical Leave Committee:

Chair: Stas Orlovski, Professor, Art – X4493

Dr. José Ramón Núñez, Dean, Language Arts– X4695

Lisa Orr, Professor, History – X4343

Mary Perrot, Professor, Physical Science - X4441

Laura Wan, Dean, School of Business and Social Sciences – X4302

Application packets will be available at the workshop. Forms may also be obtained from Julie Chao – X4023 or on the Sabbatical Leave Web page at:

<http://fpd.lbcc.edu>

**Relevant Information Pertaining to Sabbaticals from
Contract, College Policy, and Administrative Regulations**



This section contains pertinent information that relates to the sabbatical process. Included is the following:

- Current LBCCD – CCA contractual language – Article VI, Section Q
- College Policy and Administrative Regulation 4008 – Materials Produced by Faculty and Staff

Format for Submitting Proposals



All sabbatical leave proposals must be submitted as follows:

Requirements

- Applicant must use appropriate form (following page)
- All signatures must be included on form
- Applicant must submit one (1) copy with signatures of the proposal to the Office of the Vice President, Academic Affairs (LAC, T-2054), by October 10, 2011 no later than 4PM.
- Applicant must email 1 copy of their sabbatical proposal to each of the following Sabbatical Leave Committee members: Stas Orlovski, Chair (sorlovski@lbcc.edu), José Ramón Núñez (jnunez@lbcc.edu), Lisa Orr (eorr@lbcc.edu), Laura Wan (ltang@lbcc.edu) and Mary Perrot (mperrot@lbcc.edu). Please email your proposal as a PDF file.

Format

- Forms may be downloaded from the following site: <http://fpd.lbcc.edu>
- Please be as thorough as possible when addressing questions on the sabbatical request form; particularly when describing the purpose, details of plan, and tangible products that will be brought to the college. For example, avoid expressions like, “I might, I may, I could, 3 or 4.” Be as specific as possible about your goals.

Please return this form and proposal to:
Cydney Leon, in the Office of Academic Affairs (LAC, T-2054) by October 10, 2011

**Long Beach City College
REQUEST FOR SABBATICAL LEAVE**

Name _____ Date _____

You must select at least 1 semester for your sabbatical leave from the 2012/13 academic year:

Fall 2012 _____ Spring 2013 _____ Fall 2013 _____ Spring 2014 _____

Number of load-banked teaching units to be utilized toward sabbatical _____

Please consider my request for sabbatical leave based on the attached proposal. I have read and understand the provisions of Article V1, Section Q of the LBCCD-CCA contract effective July 1, 2006 – June 30, 2009, as well as Administrative Regulation 3030. Should the Board of Trustees grant this leave, I will fulfill my obligations in compliance with my proposal, the contract, and the administrative regulations.

Signature of Applicant

Date

Proposed replacement for sabbatical leave recipient:

(To be filled out by the Department Head)

_____ I will request a long-term substitute for _____% of the load for the length of the requested leave.

_____ I will replace the position with hourly instructors for _____% of the load. I anticipate requiring a total of _____ part-time teaching hours for the period of the leave (number of hours per week x the number of weeks of the sabbatical.)

_____ I will not require any replacement or additional hours.

_____ Other _____

If the full-time assignment is in more than one department, each Department Head and the Instructional/Student Services Dean must sign this request:

_____	_____ %	_____	_____
Department		Department Head	Appropriate Dean

_____	_____ %	_____	_____
Department		Department Head	Appropriate Dean

Recommended:

Chair, Sabbatical Leave Committee _____ Date _____
Appropriate Vice President _____ Date _____

Superintendent-President _____ Date _____

Approved and Authorized by the Board of Trustees: _____

SABBATICAL LEAVE PROPOSAL

Please respond to the following questions on a separate sheet(s) of paper. The Sabbatical Leave Committee will use this document to evaluate and prioritize all proposals submitted. Please be as complete as possible, keeping in mind the criteria established for evaluation.

1. Briefly state the purpose of your sabbatical leave.
2. Give all pertinent details of your proposed plan. This should include all activities, projects, research, itinerary, study, employment, expected outcomes, relationships with current coursework, etc. connected with your proposed leave.
3. Provide a timeline indicating how the activities in your plan will be completed within the time frame of the proposed leave.
4. Describe how the proposed leave will contribute to your professional development, including how it relates to your current assignment.
5. Describe how the proposed leave will benefit the college and students.
6. List and describe the specific, tangible products you will bring to the college within 90 days after you return to your assignment.
7. Describe how you will share the outcomes of your proposed leave with other interested parties upon your return.
8. If applicable, please disclose any additional sources of employment earnings during the proposed leave.

Signature of Applicant

Date Originally Submitted

Use this form or a facsimile as the cover for your proposal.

Criteria for Evaluating and Recommending Proposals



The Sabbatical Leave Committee will evaluate and recommend submitted sabbatical leave proposals based on the following criteria:

Request for Sabbatical Leave

- Was the request for sabbatical leave submitted on the official form?
- Does the request contain all necessary signatures?
- Was the request submitted by the deadline?

Proposal

- Does the proposal contribute to the professional development of the faculty member?
- Does the proposal benefit the college and students?
- Does the project/outcome relate to the faculty member's discipline?
- Does the faculty member have the necessary skills to undertake the scope of the project?
- Does the project warrant the length of time you are requesting (1 semester/2 semesters)?
- Does the proposal demonstrate that the project can be completed within the timeframe/circumstance of the proposed leave?
- Does the proposal demonstrate that there is a clear, tangible product?
- Does the proposal go above/beyond what is normally expected for a faculty member to remain current in his/her field(s)?
- Does the project have currency?
- Does the proposal demonstrate how the outcomes/projects will be shared with other interested parties upon return?
- Would faculty members in similar positions in other colleges feel comfortable in approving the proposal?

Format for Submitting Completed Report



Upon return from sabbatical, please assist the Sabbatical Leave Committee with its review of your project by adhering to the format listed below. This will assist the committee to evaluate the intended purpose of the leave and that the obligation to the District has been fulfilled. The report is due within 90 days after you return to your assignment. Please submit 1 hard copy of your report to Cydney Leon in the Office of Academic Affairs (LAC, T-2054).

Binder

Please submit your finished report in an appropriate binder.

Sections of Report

Please include the appropriate information under the following tabbed sections:

Section 1	Copy of your original proposal
Section 2	Brief summary of your project (See next page)
Section 3	Detailed results of your project
Section 4	Description of how the sabbatical benefited you professionally
Section 5	Description of how your project benefited students
Section 6	Description of how your project benefited the college
Section 7	Tangible products
Section 8	Additional comments (if desired)

Fiscal Information for Consideration



Included on the following pages is information prepared by Fiscal Services. This information should be considered carefully since your payroll, benefits, and STRS service credit may be affected.

Sample Proposals



Included on the following pages are various recent proposals that were submitted, recommended by the Sabbatical Leave Committee, and approved by the Board of Trustees.