

Long Beach Community College District

Long Beach City College

Sabbatical Leave Information Packet *Academic Year 2020–2021*



Important Events

Workshop

Proposals with required signatures

Date/Deadline

May 14, 2019

September 9, 2019

Members of the Sabbatical Leave Committee:

Chair- Mary Perrot, Professor, Physical Science, ext. 4441

Sofia Beas, Counselor PCC, ext. 3006

Laura Wheeler, Professor, English, ext. 4390

Nohel Corral, Dean, Counseling & Student Services, ext. 4268

Elisabeth Orr, Dean, School of Social Sciences and Arts, ext. 4446

Application packets are available online on the Sabbatical Leave Committee web page. Forms may also be obtained from Shonda Jones – ext. 4127.

Relevant Information Pertaining to Sabbatical Leaves from Contract, College Policy, and Administrative Regulations

Pertinent information that relates to the sabbatical leave process may be found in

- the current LBCCFA – LBCCD contract, Article VI, Section P
- College Policy and Administrative Regulation 4008 – Materials Produced by Faculty and Staff, Administrative Regulation 3030 – Sabbatical Leaves



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-2042), by September 9, 2019 no later than 4pm. .
- Applicant must email a copy of their sabbatical proposal to each of the current Sabbatical Leave Committee members as listed on front page .
- **Please email your proposal as a PDF file.**

Format

- Forms may be downloaded from the Sabbatical Leave Committee page of the College's website.
- 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:
Shonda Jones, in the Office of Academic Affairs (LAC, T-2054) by September 10, 2018.

Long Beach City College REQUEST FOR SABBATICAL LEAVE

Name _____ Date _____

You must select at least 1 semester for your sabbatical leave from the 2019-2020 academic year:

Fall 2020 _____ Spring 2021 _____ Fall 2021 _____ Spring 2022 _____

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 VI, Section P of the LBCCD-LBCCFA contract effective July 1, 2017 – June 30, 2020, 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:

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

_____	Date
Superintendent-President	

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?
- **Proposals that most successfully articulate how the sabbatical project will benefit faculty, students and the college will be given priority.**

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 Shonda Jones in the Office of Academic Affairs (LAC, T-2054). Copies in pdf format should be sent to the Sabbatical Leave Committee members. The 1 hard copy will be archived in the LBCC Library.

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) |

Brief Summary of Sabbatical Project

This summary will be presented to the Board of Trustee as part of the requirements to fulfill the obligations of the sabbatical in accordance with Article VI, Section P, 6, a, 3 of the LBCCD – LBCCFA Master Agreement. Please be concise with your information. Your full report will be made available to the Board of Trustees upon request and individuals may be invited by the Board to a regularly scheduled meeting to give a presentation.

Purpose of sabbatical

Brief description of how the objectives of the proposal were met

List the tangible product(s) you are bringing to the college.

Briefly describe how the sabbatical benefited you professionally.

Briefly describe how the results of your sabbatical benefited the college and students, including methods of instruction or services to students.

Additional Comments:

Printed Name

Signature

Date