

# Long Beach Community College District

## Long Beach City College

### *Sabbatical Leave Information Packet* *Academic Year 2024–2025*



#### Important Events

Online Workshop  
Proposals with required signatures

#### Date/Deadline

May 5, 2023  
September 11, 2023

#### **Members of the Sabbatical Leave Committee:**

Chair- Mary Perrot, Professor, Physical Science, ext. 4441  
Laura Scavuzzo-Wheeler, Professor, English, ext. 4390  
Gerardo Monterrubio, Associate Professor, Visual Arts, ext. 4497  
Javier Villaseñor, Dean, Counseling & Student Services, ext. 4268  
Administration member, tbd

Application packets will be available online on the Sabbatical Leave Committee web page.  
(<https://www.lbcc.edu/sabbatical-leave>)

# 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 5, Section 5.16
- 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 via email one (1) copy of the proposal with signatures to the Office of the Vice President, Academic Affairs, by September 11, 2023 no later than 4pm. Signatures are required from the applicant, their department head and dean.
- 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:  
 Kimberly Casuga, in the Office of Academic Affairs ([kcasuga@lbcc.edu](mailto:kcasuga@lbcc.edu)) by September 11, 2023.

## Long Beach City College REQUEST FOR SABBATICAL LEAVE

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**You must select at least 1 semester for your sabbatical leave from the 2023-2024 academic year:**

**Fall 2024** \_\_\_\_\_ **Spring 2025** \_\_\_\_\_ **Fall 2025** \_\_\_\_\_ **Spring 2026** \_\_\_\_\_

**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 V,5.16 of the LBCCD-LBCCFA contract dated July 1, 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:

_____	%	_____	_____
<b>Department</b>		<b>Department Head</b>	<b>Appropriate Dean</b>
_____	%	_____	_____
<b>Department</b>		<b>Department Head</b>	<b>Appropriate Dean</b>

**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.

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Signature of Applicant

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Date Originally Submitted

*Use this 2-page 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?
- Did the request specify the number of banked TU's to be used?
- 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 Kim Casuga 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.

### **Format**

Please submit your finished report in pdf format.

### **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