Sabbatical leave, not to exceed nine (9) months, may be granted to faculty members on continuing contract who have completed five (5) years of full-time service to the College and who meet the minimum qualifications as specified under the criteria of selection.

1. The sabbatical leave shall be granted for one or two terms with fifty (50) percent contract salary. No sabbaticals will be given for the summer semester.

2. Any faculty member receiving a sabbatical shall agree in writing to return to the College for twice the length of the leave or shall reimburse the College the amount of salary received during the sabbatical (or pro-rata share thereof should the faculty member return for only a portion of the return commitment). Such repayment shall bear no interest charges.

3. Any faculty member on sabbatical leave shall not accept other full-time employment. This stipulation, however, should not be interpreted as a prohibition against the receipt of grants, fellowships, or other monies while following advanced study in a degree program or in an institute workshop, conference, or similar activity. Professional consultation activities with or without remuneration are seen as appropriate activities during the leave period provided that the College is informed about such activity.

4. A report to the Professional Growth Committee regarding the planned program and its worth to the College shall be made no later than midterm of the semester following the return to campus.

5. Sabbatical leave shall count toward service on the current Board-approved Salary Schedule and shall count as regular service for the purpose of retirement. The regular contribution for retirement shall be deducted. Any employees on sabbatical leave will
continue to be covered by workers compensation and will continue to receive all other respective fringe benefits.

6. Any deviation from the approved planned program during the course of the sabbatical period must be recommended by the Vice President for Academic Affairs and approved by the Board.

The criteria of selection for a sabbatical are these.

1. A written application including a planned program must be received by the Professional Growth Committee by the established deadline.

2. The application must be specific and definite about the program to be undertaken. Vague or indefinite requests will be disallowed by the committee.

3. The planned program for the sabbatical leave shall consist of further educational training, travel, research, writing, or similar activities which directly relate to the faculty member’s duties at the College.

4. The application shall clearly demonstrate the benefit of the program to the College as well as to the individual.

5. If choices must be made from among valid applications, the following criteria shall be applied by the committee.

   a. Priority will be given to those applicants who have never received a sabbatical. In no instance shall an applicant who has been on sabbatical in the previous five (5) year period be granted another sabbatical.

   b. The quality of the proposed programs and the probable benefit to the College will be judged.

   c. Individual(s) with the longest continuous service to the College will be given priority.

   d. Equitable distribution will be made among academic divisions as much as possible.

   e. If a tie still exists at this point, selection of the employee(s) to receive the sabbatical(s) shall be made by the chair of the committee by lot from the eligible applicants.