


# PROCEDURE

<b>Subject:</b>	<b>Sabbatical Leave Policy</b> <b>Page 1 of 9</b>	<b>Number:</b> 2.30.02
<b>Source:</b>	<b>Human Resources</b>	<b>Reference (Rule #)</b> 6HX14-2.30
<b>Presidents Approval/Date:</b> 3/3/2015		

## PURPOSE

The purpose of the Sabbatical Leave program at State College of Florida, Manatee-Sarasota (SCF) is to encourage and sponsor continued professional growth of SCF teaching faculty.

## SCF SABBATICAL LEAVE GUIDELINES

SCF recognizes the value of granting Sabbatical Leaves to qualified teaching faculty. Sabbatical leave is a privilege, not a right. The granting of sabbatical must ultimately be determined by the needs and the resources of the college. The careful selection of such individuals shall be based on consideration of the following guidelines:

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 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.

## AVAILABILITY AND ELIGIABILITY REQUIREMENTS

Two (2) Sabbatical leaves per academic year shall be available for award. "Semester" shall be considered as regular class semesters.

To allow for both long-range commitments and the consideration for new applications, Sabbatical Leaves shall be awarded in the following manner:

1. Applicants must apply either one (1) or two (2) years in advance of the President's approval date (May 1) of proposed sabbatical leave.
2. Sabbatical leave will normally be for one (1) semester, except when deemed appropriate and with approval of the Vice President, Academic Affairs prior to the deadline for submittal to the Sabbatical Committee Chair.
3. Each application must be supported by specific documentation such as grant award notice, research affiliation acknowledgement, publishers communication of interest, evidence that a specific formal program will be offered, etc.
4. Not later than three (3) months prior to taking the Sabbatical Leave the applicant must submit evidence of acceptance into the program or course(s) if applicable.
5. Each year the Sabbatical Selection Committee may recommend up to two (2) Sabbatical Leaves.

6. No more than one (1) Sabbatical Leave per department may be taken during each semester.
7. Application for an SCF Sabbatical Leave may be made by any teaching faculty who has completed at least two (2) years on continuing contract and who has not received a Sabbatical Leave with pay within the previous five (5) years. No faculty member may receive more than two (2) sabbaticals in a career.

It is the responsibility of the applicant to consult with the appropriate SCF office to determine what effects the Sabbatical Leave will have on benefits and faculty commitments. Time spent on sabbatical does not count toward the individuals eligibility requirements in the Professorial Ranking Systems. (See SABBATICAL CHECKLIST FOR EMPLOYMENT STATUS provided at the end of this document.)

In the event that a recipient is unable to take an approved sabbatical leave, the Sabbatical Leave Committee Chair must be notified of the postponement. Requests for date revisions must be submitted when postponing no later than the following proposal cycle.

### **APPLICATION PROCESS**

1. There will be a call for proposals annually, in March.
2. The official Sabbatical Request Form is required for all applications. Time guidelines on the form must be followed.
3. The Director of Human Resources must receive all applications no later than 4:00 p.m. on March 31.
4. The Sabbatical Selection Committee Chair will acknowledge receipt of all proposals within five (5) working days of receipt.

### **SELECTION CRITERIA**

#### **A. Activities Deserving of Sabbatical**

The Sabbatical Selection Committee will recommend the award of available Sabbatical leaves using fair, consistent and objective determination based on the following grant-ordered activities:

1. Continuing or pursuing a degree at an accredited institution. This includes course work and thesis/dissertation activities such as research and writing.
2. Updating professional skills; participating in training or in-service education programs; or pursuing non-degree related course work. Applicants must fully explain how their time will be spent in updating professional skills activities.
3. Formal academic research which would produce significant results worthy of publication. This includes pedagogical studies and research of an academic nature.
4. Structured professional pursuits not involving formal academic course work. This includes, but is not limited to, writing with intent to publish, artistic endeavors, and technical projects.
5. Production of intellectual property derived from work produced as a result of the activities listed in the sabbatical leave shall be subject to the SCF Intellectual Property Rule #6HX14-5.182 and Procedure # 5.182, and require prior negotiated agreement with the appropriate Vice President.

## **B. Sabbatical Selection Committee Guidelines**

The Sabbatical Selection Committee will recommend to the appropriate Vice President, the award of available leaves in a fair, consistent and objective manner from among the activities listed above. To the extent required to reach a decision for or against an individual application, or to decide among competing applications, the Committee shall consider the following criteria, appropriately weighing each criterion in the order listed:

1. The benefit to the College.
2. The benefit to the individual.
3. The recommendations and comments from the applicant's supervisors.
4. The thoroughness, clarity, and professionalism of the proposal.
5. If applications are considered equal, years of service at SCF and time since last Sabbatical Leave shall determine final weight.

## **C. Sabbatical Selection Committee**

The Sabbatical Selection Committee shall consist of six (6) voting members as follows, with two (2) teaching faculty from each of the three (3) divisions.

The Director of Human Resources will serve as a non-voting Chair. All committee members must be on continuing contract. Committee members will be ineligible to apply for Sabbatical Leave during their terms of service.

Each division will elect one Committee member during annual committee selections. Representatives shall serve on the Committee in rotating terms of two (2) years each. No academic department shall have more than one (1) Committee member.

## **OPERATING GUIDELINES**

1. Committee recommendations shall be based solely on the content of the Sabbatical Request Form and supporting documentation.
2. No interviews shall be conducted with the applicants or the applicants' colleagues or supervisors.
3. All applications shall be treated in a confidential manner and discussions of the applications, supporting material and applicant shall be limited to official Committee meetings.
4. Two thirds (2/3) of the Committee is four (4) voting members must be present to constitute a quorum. The Committee Chair must be present.
5. Each Committee member shall have one (1) vote. All decisions shall be made by majority vote. Committee members may not abstain from voting.
6. The chair shall provide copies of all applications to all Committee members. Each copy shall be stamped "working copy" and shall contain the name of the Committee member who will be

casting a vote.

7. The Chair shall be the custodian of the “working copies” which shall be used by the Committee members only.
8. The Chair will ensure that all “working copies” are destroyed after the Committee takes final action.
9. The Chair shall appoint a Committee member to take minutes of the proceedings, which will be retained, for future reference.
10. The Chair shall maintain a log of Committee action.
11. At the conclusion of the Committee’s work for a given year, the Chair shall file the log of approved Sabbatical Leave requests and final reports in each of the campus libraries.
12. The Chair shall forward the Sabbatical Selection Committee’s final recommendations of all applications to appropriate Vice President, Academic Affairs no later than April 17th.
13. The President or his/her designee shall notify unsuccessful applicants of the reasons for denial.
14. The Sabbatical Selection Committee Chair will ensure that recommendations are made and forwarded to the College President and Vice Presidents for presentation to the Board of Trustees no later than the scheduled June meeting.

## **REPORT AND REPAYMENT PROVISIONS**

Within four (4) weeks of returning to regular contract status after completing a Sabbatical Leave, the recipient shall provide the Committee with a comprehensive written report with any relevant documentation describing how the goals of the Sabbatical Leave were met. The report shall become a part of the file of approved leaves maintained in the libraries. Failure to provide a written report may result in the recipient repaying the leave monies, including salary and benefits, to the college.

The Committee shall review and evaluate the report in an effort to determine the extent to which recipient made a serious effort to fulfill the goals of the Sabbatical Leave as described in the application. Recipients are expected to demonstrate seriousness of purpose and effort. If, in the judgment of the Committee, this standard is not satisfied, the Committee shall recommend that the recipient be required to repay the leave monies, including salary and benefits, to the College.

Recipients of Sabbatical Leaves shall agree to return to the College immediately upon completion of the sabbatical leave and serve for a period of one (1) year from the date of the completion for a one semester Sabbatical Leave and two (2) years from the date of completion of a two (2) semester Sabbatical Leave. Completion of the one-year or two-year period shall completely repay the sabbatical. If the above referenced period is not served, however, the staff member shall immediately repay, in cash or money order, all the salary received during the sabbatical. If the above referenced period is partially completed, the amount of repayment shall be based on the percentage of the one or two-year obligation completed, calculated by dividing the number of days worked by the number of days obligated. Such payment shall be due immediately upon the staff member’s failure to complete the service obligation. Recipients of Sabbatical Leave shall sign a promissory note to the College containing these repayment provisions prior to taking sabbatical leave.

**FUNDING**

Sabbatical Leaves will be granted with seventy-five percent of employee’s individual base pay. The College will fund the Sabbatical Program as a separate line item on the general SCF Operating Budget.

**REVIEW**

These guidelines shall be under continual review of the Sabbatical Selection Committee.

**SABBATICAL CHECKLIST FOR EMPLOYMENT STATUS**  
**Revised July, 2010**

It is recommended that an applicant for professional leave seek verification and/or information through the following offices to determine and/or clarify how the following terms of employment would be affected by a professional leave:

**HUMAN RESOURCES OFFICE**

- Sick Leave
- Retirement Benefits
- Health Insurance (including supplemental)
- Flexible Spending Account (Health or Dependent Care)
- Life Insurance
- Voluntary Insurance Plans
- Status in Professional Ranking System
- Out of State and Out of Country Travel Requirements

**PAYROLL OFFICE**

- Tax Shelter Deductions
- Direct Deposit Deductions (i.e. for loans including mortgages; FACC membership; United Way, etc.)

**SUPERVISOR**

- College Committee Memberships
- College Commitments (including release or reassigned time, lab obligations, etc.)
- Office Space, Secretarial, Computer needs

# STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

## APPLICATION FOR SABBATICAL LEAVE

Revised February, 2015

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

Number of years of full-time service at SCF: \_\_\_\_\_

Number of years completed on Continuing Contract: \_\_\_\_\_

Teaching area or specialization: \_\_\_\_\_

Semester (s) and date (s) requested: \_\_\_\_\_

**CATEGORY OF ACTIVITY:** (See Sabbatical Leave Policy: Selection Criteria for detailed description.)

\_\_\_\_\_ 1. Continuing or pursuing degree      \_\_\_\_\_ 2. Updating Professional skills

\_\_\_\_\_ 3. Formal research      \_\_\_\_\_ 4. Non-academic structured professional pursuit

### APPLICATION REQUIREMENTS

Attach a narrative (not to exceed two pages) to this form explaining:

1. the purpose of the leave;
2. the expected benefit to the college;
3. the expected benefit to you;
4. what tangible product will be produced as a result of your leave;
5. the activities to be pursued
6. what have been your contributions to SCF and/or the community other than your primary duties at the college;
7. any other relevant information

Provide specific documentation supporting the narrative (e.g., grant award, research affiliation acknowledgement, publisher's communication of interest, etc.).

**READ THE FOLLOWING PARAGRAPH, SIGN THE FORM, AND FORWARD TO YOUR IMMEDIATE SUPERVISOR BY March 20.**

**I hereby agree that if granted a Sabbatical Leave, I will return to State College of Florida, Manatee-Sarasota for the term of one year for a one semester leave and two years for a two semester leave or agree to reimburse the college according to the SCF contract.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Applicant: Submit application to immediate Supervisor by March 20.**

**Immediate Supervisor:** Submit to the Sabbatical Chair by March 31.

\_\_\_\_\_ Recommended      \_\_\_\_\_ Not Recommended

Please state how this Sabbatical Leave will benefit the college if recommended, or reasons why you do not recommend. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Immediate Supervisor Signature**

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

**Sabbatical Chair:** Submit to the Vice President by April 17.

\_\_\_\_\_ Recommended      \_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Sabbatical Chair Signature**

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

**Vice President:** Submit to the President by April 24.

\_\_\_\_\_ Recommend      \_\_\_\_\_ Not Recommend

Please state how this Sabbatical Leave will benefit the College if recommended, or reasons why you do not recommend: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Vice President Signature**

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

**President:** Submit to the Sabbatical Chair by May 1.

\_\_\_\_\_ Recommended      \_\_\_\_\_ Not Recommended

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**President Signature**

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**Date**

**Sabbatical Chair:** Submit to the President for the BOT June Meeting.

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**Board of Trustees Signature**

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**Date**

**Note:** This contract must be signed, \*notarized and returned to the Chair of the Sabbatical Leave Committee within ten (10) working days after approval of your proposal. **This contract must be on file before sabbatical leave may be taken.** This is a contract of commitment in which you agree to return to SCF for a designated period of time after you have completed the Sabbatical Leave.



SABBATICAL LEAVE CONTRACT

This contract made and entered in this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_ at Bradenton, Florida, by and between State College of Florida, Manatee-Sarasota, party of the first part, and \_\_\_\_\_, party of the second part, hereinafter known as the SPD recipient.

AGREED AS FOLLOWS:

- 1.) The sum equal to 75% of actual salary will be paid by the State College of Florida, Manatee-Sarasota to the Sabbatical Leave recipient, the party of the second part, for the purpose as designated in Sabbatical Leave application dated \_\_\_\_\_ and approved by the Board of Trustees on \_\_\_\_\_.
- 2.) Pro-rated Payments will be made to the Sabbatical Leave recipient in accordance with regular payroll schedule.
- 3.) A. The undersigned recipient does covenant and agree, following the successful completion of said Sabbatical Leave, to provide a written report to the Chair of the Sabbatical Leave Committee within thirty (30) calendar days of return to the State College of Florida, Manatee-Sarasota in a full-time faculty position or (equivalent capacity to position before the Sabbatical Leave intent. The Sabbatical Leave recipient also agrees to return to the capacity of full time faculty for a minimum of one (1) year from the date of completion for a one semester Sabbatical Leave and two (2) years from the date of the completion of a two (2) semester Sabbatical Leave.
- B. If the recipient of the Sabbatical Leave does not fulfill the requirements in 3A above, the recipient shall be required to repay the College in full for all salary and benefits received. If the recipient fulfills a portion of the required one (1) or two (2) year employment provision as stated in 3A, the repayment amount shall be pro-rated based on the amount of employment obligation completed.
- C. In the event it becomes necessary for the College, as a result of the undersigned’s default in the compliance of the terms and conditions of this agreement, to institute court proceedings for the collection of any monies due pursuant to this contract, an amount equal to the pro-rated salary plus benefits, together with interest at the rate of 8% per annum and all costs of collection incurred by the College will be the total amount to be repaid to the College.

IN WITNESS WHEREOF, we have hereunto set our hands as of the date first above-written.

\_\_\_\_\_  
Sabbatical Leave Recipient

STATE OF FLORIDA  
COUNTY OF MANATEE

\*The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging), who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of Person Taking Acknowledgement

\_\_\_\_\_  
Name of Person Taking Acknowledgement  
(Typed, Printed or Stamped)

\_\_\_\_\_  
College Official

\_\_\_\_\_  
Date