

Title: **Sabbatical Leave Policy and Procedure for Faculty**

- ☐ **Initial Action:** **12/19/85**
- ☐ **Board Agenda:** **85-088, 90-092**
- ☐ **Last Revised:**
 - **Policy:** **10/25/90**
 - **Procedure:** **March 30, 2020**
- ☐ **Last Reviewed:** **April 5, 2023**
- ☐ **Effective:**
- ☐ **Next Review:** **April 2026**
- ☐ **Responsibility:** **Academic Programs**

Policy:

Cecil College encourages faculty to take leave during their seventh year of full-time employment for the purpose of renewal and professional development. To promote this, the College will provide each year five percent of the total full-time faculty with one-half year of leave with full pay, one year leave with half pay, or one year of leave with three-fourths pay and three-fourths pay for the following year of employment. Such leave shall be governed by procedures and regulations established by the College and is subject to available funds.

Rationale: The overall purpose of sabbatical leave is to enhance the faculty member's effectiveness and value to the College by providing an opportunity to be periodically relieved of their professional responsibilities so that they may renew their energies in order to maintain a high standard of instruction. It is, therefore, in the College's best interest to encourage faculty to apply for sabbatical leave and for them to use that leave to further their professional and personal development.

Procedures:

Academic Senate and Faculty Affairs Committee will review and provide feedback on this procedure every three years or as needed.

Procedures governing the granting of sabbatical leave include the following:

A. Definition of faculty

For the purpose of this policy, a faculty member is defined as any individual paid on either the ten- or twelve-month faculty salary scale.

B. Eligibility

1. A faculty member shall be eligible for sabbatical leave after he/she has served at least six full consecutive years at Cecil College.
2. Faculty who have been awarded a sabbatical may apply for subsequent sabbaticals after completing at least another 6 years of full employment.
3. The number of sabbatical leaves granted each year by the Board of Trustees is limited to at least 5 percent rounded to the nearest whole number of the eligible faculty and is further dependent upon the financial strength of the College to grant sabbatical leave(s).

C. Conditions of Leave

1. A faculty member may apply for a full year sabbatical leave on the basis of one-half of his/her full contractual salary or for a full year sabbatical leave on the basis of three-fourths of his/her contractual salary for both the year during which the individual is on sabbatical and the year when the individual returns to duty. A fall or spring semester sabbatical leave is on the basis of his/her full contractual salary. The applicant's choice should be included in his/her proposal.
2. Faculty on sabbatical leave do not accrue sick leave, personal leave, or annual leave during the period of sabbatical. Professional activities conducted during the leave will be evaluated to determine the appropriate merit salary adjustment.
3. Under the regulations of the Maryland State Retirement System, a faculty member on sabbatical leave must submit contributions based on the reduced salary.
4. Faculty to whom sabbatical leave is granted shall be required to return to the service of the College for at least one year following the expiration of the leave. If a faculty member does not return to service for one year, he/she will be required to refund the salary granted on sabbatical leave. Exceptions to this policy can be made only by the President, with the approval of the Board of Trustees.
5. Faculty on sabbatical leave must respond to communication from Chair persons and Administrative staff within 5 business days.

D. Application Procedures and Proposal

1. To be considered, an eligible faculty member must submit a formal proposal to the Chair of the Faculty Affairs Committee, with informational copies to the Chief Academic Officer or designee, by October 1 preceding the academic year for which the request is made.
2. Applicant will inform the Department Chair and Dean of the academic discipline of his/her intention to apply.
3. The formal proposal must include:
 - a. A description of the proposed activity

- b. A timeline with specifics as to when aspects of the activity will be completed
- c. The institution or place where the activity will occur
- d. Relationship of the proposed activity to the individual's past and future plans
- e. Relationship of the activity to his/her department/division and the College's Strategic Plan initiatives
- f. A statement as to how the proposed activity will be evaluated
- g. A statement of intent indicating the applicant will return to Cecil College for one year following completion of the sabbatical
- h. A statement indicating that the applicant agrees to submit to the Chief Academic Officer and the President a detailed written evaluation of his/her sabbatical leave accomplishments within 30 days following the last day of sabbatical leave and give a presentation to the Board of Trustees as per its schedule.

E. Processing Procedures

1. Applicants will submit a written sabbatical proposal to the Chair of Faculty Affairs Committee by October 1. The number of proposals and the name of the applicants shall be public information available to all of the applicants and the entire College community.
2. The Faculty Affairs Committee will serve as the Committee which will review the proposals for sabbatical leave. Members of the Faculty Affairs Committee requesting sabbatical leave will not participate in the recommending process.
 - a. The Faculty Affairs Committee will initially vote as to whether or not each submitted proposal is acceptable (i.e., whether or not a proposal meets the requirements outlined above). Proposals found unacceptable will be returned to the applicants with suggested changes. Applicants of proposals that are judged acceptable will be informed of any suggestions or questions the Faculty Affairs Committee may have concerning the proposal. Applicants will be given at least 5 working days to revise their proposals. The Faculty Affairs Committee will invite the applicants to make an oral presentation of their proposal to the committee after the time period for revisions has expired.
 - b. All accepted proposals shall be voted on and ranked by the members of the Faculty Affairs Committee. For example, given proposals A, B and C, the vote will determine which proposal (A, B or C) is ranked first; the next vote will determine which of the remaining proposals is ranked second; and so on. Each ranking vote shall be determined by majority vote. Voting shall continue until majority voting has determined the ranking. In ranking the proposals, the Faculty Affairs Committee may take into consideration promised changes that the applicants have made during the oral presentation, without requiring the applicant to make the changes in writing until the proposal is ranked high enough to be included in one of the sabbatical slots available for funding.

- c. If a member or members of the Faculty Affairs Committee are among the sabbatical applicants, the member or members shall be excused from the procedures of Section E, 2a and 2b, above. The temporary position or positions will be filled by other members of the Academic Senate following rank order starting with the Senate President, then Vice President, and so on. If additional voting members are needed, they will be elected from the ranks of the Senate members.
 - d. The Chief Academic Officer or designee may be asked to serve as resource persons to the Committee.
- 3. The Chair of Faculty Affairs Committee will present the top ranked sabbatical proposals with a summary to Academic Senate for final approval at the November meeting.
- 4. The chair of Faculty Affairs Committee will submit, in writing, the recommendations, the rationale for the recommendations, and the proposals to the Chief Academic Officer by November 15 prior to the academic year for which leave is requested.
- 5. The recommendations, the rationale for the recommendations, and the proposals will be submitted to the President by the Chief Academic Officer together with his/her recommendations and comments regarding the relevant academic and/or professional development aspects of the proposals. The President will review all recommendations and attendant documentation. The President will inform the Committee and the applicants in writing of his/her decision by January 2 and present his/her recommendations to the Board of Trustees at its January meeting.

F. Extenuating Circumstances

- 1. During academic years when faculty sabbaticals that have been awarded by FAC, Senate and the CAO or designee are withdrawn, when the sabbaticals are reinstated, the already awarded sabbaticals will take place as long as the projects are still relevant. The faculty awardees do not need to resubmit sabbatical projects but may submit updates.
- 2. If the number of sabbaticals are reduced from original number of sabbaticals awarded, FAC will consult with the awardees and subsequently rank projects based on relevancy. This process will continue until each awardee has been able to fulfill their sabbatical. An awardee may remove or update his or her sabbatical project prior to the FAC ranking process.