

POLICIES AND PROCEDURES

Subject: Sabbatical Leave Reference: F-I-d, 1

Source: Board of Trustees Eff. Date: January 27, 2017

Approval Auth: Board of Trustees Approved: _____

Remarks: Replaces previous policy dated May 26, 2015

Date: January 27, 2017

Purpose: To provide enrichment and enhancement of an MCC employee's knowledge, skills, and ability in their field of instruction or administrative work at MCC.

An annual Sabbatical Leave to a professional employee, faculty member, or administrator is normally authorized as outlined in Section IV, A of this policy, and in accordance with all applicable laws, ordinances, and institutional operating policies. Each recipient selected by the Sabbatical Leave Committee is to be recommended by the MCC administration and approved by the Board of Trustees, subject to the availability of funds.

Administrative Guidelines for Sabbatical Leave Policy

I. Eligibility for Application for Sabbatical Leave.

- A. Any full-time faculty member, administrator, or other member of professional staff who has served at MCC for at least three consecutive years may apply for a Sabbatical Leave.
- B. The applicant must agree in writing to return to MCC for the contract year following the Sabbatical Leave. If, for whatever reason, the person is offered a contract of employment and does not return to employment at MCC they must refund the entire grant (including salary and fringe benefits) to MCC unless the President approves an appeal not to refund the grant.

II. The following procedures shall be utilized in awarding the Sabbatical Leave:

- A. A five-member Sabbatical Leave Committee, with assistance from the Office of the Vice President of Instruction, shall be responsible for soliciting and accepting applications. The Sabbatical Leave Committee will evaluate all applications and send its recommendation through the Office of the Vice President of Instruction to the President. The President shall make a recommendation to the Board of Trustees, who shall have final authority for selection of the Sabbatical Leave recipient.
- B. The Sabbatical Leave Committee shall be elected by the full-time faculty during the spring semester each year for service the following academic year. The Sabbatical Leave Committee in cooperation with the Office of the Vice President of Instruction shall be responsible for informing the MCC campus of the leave grant application process each fall. The previous chair will convene the committee for the first meeting in September of the new academic year. The deadline for application will be 5:00 p.m. on February 1. The selection process should be completed on or before February 15 of each year preceding the Sabbatical Leave period. The Sabbatical Leave Committee shall elect a member of the Committee to serve as Chairman, and the Vice President of Instruction shall serve each year as a non-voting advisor. The Faculty Council shall be responsible for initiating the Sabbatical Leave Committee elections each year.
- C. The Sabbatical Leave is not intended to reward faculty and administrators for years of service. The awarding of Sabbatical Leave should result in significant enhancements to an individual's teaching skills and world view as well as improve the curriculum of the institution. The awarding of Sabbatical Leave to administrators should result in significant enhancements to the college's mission and goals.
- D. Selections will be based on the college's institutional goals and objectives as well activities that will lead to the recipient's personal growth.

- E. The Sabbatical Leave Committee may elect to recommend that a Sabbatical Leave not be awarded for a given year.

III. A Sabbatical Leave may be granted for any of the following purposes:

- A. Course work in the applicant's immediate teaching or administrative area at an accredited institution of higher learning.
- B. Research in the applicant's immediate teaching or administrative area. This may include travel to areas that enhance one's knowledge, skills, or abilities. Examples might include visiting other colleges, universities, research libraries, or historical, geographic, scientific, or cultural sites.
- C. Writing in the applicant's teaching or administrative area culminating in the submission of an article (or manuscript) for publication in an appropriate refereed journal (or publishing house).
- D. Back-to-industry work in the faculty member's teaching area. Appropriate onsite training, technical education, or skills enhancement for workforce applicants.
- E. Exchange of teaching faculty or administration at another institution for a semester.
- F. Other areas of study, if acceptable to the Sabbatical Leave Committee for selection, may also qualify.

IV. The Sabbatical Leave shall include and/or be conditioned upon the following provisions:

- A. One long semester at full salary, two long semesters (full salary for 15 load hours split between two semesters) or the May Minimester, Summer 1, and Summer 2 for five classes (15 load hour maximum) at the current rate of summer pay. Special considerations may also be given for other schedules depending upon the needs of the institution and any requirements arising from the individual proposal.
- B. Retention of accrued benefits: An employee on leave should be allowed to retain all accrued benefits.

- C. Participation in group benefits: An employee on leave shall be permitted to continue membership in group benefit plans to the extent allowed by law and by contracts in force during the period of leave, and shall continue to receive any related benefits provided by the college to all other personnel.
 - D. The manner of compensation shall be on a regular monthly basis, contingent upon the continued satisfactory participation of the recipient in the approved program. Exceptions to this manner of compensation may be made by the President.
 - E. An employee on Sabbatical Leave may not accept employment from any other person, corporation, or Government agency, unless the governing board determines that it would be in the public interest to do so, and expressly approves employment.
 - F. The time period encompassed by the Sabbatical Leave shall apply as credit toward the annual salary increment and for service awards purposes.
 - G. Funds may be available for appropriate related Sabbatical Leave expenses such as travel and tuition. Applicants should indicate if additional funds are being requested.
- V. Sabbatical Leave represents a serious commitment on the part of the institution and award winners. The recipient, regardless of the nature of their proposal, is expected to share their experience and learning with the MCC community within the next long semester upon their return. Some venues for sharing could include:
- A. A written report, journal, paper, and/or presentation for submission to the MCC Web page where appropriate.
 - B. Organize and teach an on-campus presentation/seminar to appropriate MCC personnel.
 - C. Share with their area of instruction or administration new insights and information that have been gained.
 - D. Faculty will consult with the Division Chair to determine an appropriate activity for the purpose of sharing. Non-faculty personnel will consult with their immediate supervisor.