



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE TIMELINES

<i>MONTHS</i>	<i>LETTERS OF INTENT</i>	<i>APPLICATIONS FOR SABBATICAL LEAVE OF ABSENCE</i>	<i>REPORTS</i>
<i>June</i>			Per Article 12-1A.2d, the two college Vice Presidents, Academic Services advise the Vice Chancellor, Business Services and Faculty Association by July 1 as to the extent of nature of the replacements for Faculty on Sabbatical Leave of Absence.
<i>July</i>			<p>Per Article 12-1A.2d Business Services will provide to the Faculty Association and Sabbatical Committee Statements of Sabbatical Leave Funds by July 15th.</p> <p>By August 1, the Vice Presidents, Academic Services are to send letters to Fall Semester returnees reminding them that their Sabbatical Leave Report is due on their first day of return to active service. (Article 12-1A.9b.)</p>
<i>Aug</i>		By Sept 1 the Vice Presidents, Academic Services send an email or letter to Faculty who submitted the Letters of Intent in April reminding them of the Applications being due on September 15. The email/letter should include a link or have a reference to Sabbatical Handbook's Appendix B Application Package on the Human Resources Forms Website.	<p>Sabbatical Leave Recipients to provide their mentor their relevant off-campus email. (Article 12-1A.9b.)</p> <p>Reports are due to the Chair of the Sabbatical Leave Committee through the Faculty member's respective College Vice President, Academic Services the first day of their return to active service for Fall Semester. (Articles 12-1A.9b. and 12-1B.)</p>
<i>Sept</i>		<p>By Sept 15 at 5:00 p.m. or the following instructional day applications are due to their respective College Vice President, Academic Services Office (Articles 12-1A.7 and 12-1B.) along with request to use earned workload banked, if applicable. (Articles 12-1A.4g. and Workload Banking: Augment Sabbatical Salary Form)</p> <p>Sabbatical Leave Committee begins its review of applications after Sept 15.</p>	



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<i>Oct</i>		Review of applications.	For Sabbatical Recipients currently on Leave, submit a Progress Report to Mentor by October 31. Failure to do so can result in non-progression of the Sabbatical. (Article 12-1A.9b)
<i>Nov</i>		Review of applications.	Sabbatical Leave Committee begins review of Sabbatical Leave Reports (Article 12-1B) from previous Spring Semester and previous academic year. Complete review no later than 60 days after beginning of the following semester or as soon thereafter, as possible. Reports with Sabbatical Leave Committee approval or disapproval forwarded to Chancellor through College President for Board Of Trustees review. (Articles 12-1A.9b. and 12-1B.)
			By the end of November, the Sabbatical Leave Committee reviews from Spring Semester Sabbatical Leave Reports and forwards their recommendation for approval or disapproval through College President to Chancellor for Board of Trustees' review. (Articles 12-1A.9b., 12-1A.9j&k and 12-1B.)
<i>Dec</i>		Sabbatical Leave Committee completes its review of the applications and forwards original documents [Letter of Intent to Apply for Sabbatical Leave of Absence, Application for Sabbatical Leave of Absence; and Workload Banking: Augment Sabbatical Salary, if applicable] with recommendations to the respective College Vice President, Academic Services' Office, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success by the end of the Fall Semester. (Articles 12-1A.7, 12-1A.4g. and 12-1B.) If denied, see Appeal Process. (Article 12-1A.7a.)	The first week of December, the Office of the Vice Presidents, Academic Services shall send letter(s) to Spring Semester Faculty returnees reminding them that their Sabbatical Leave of Absence Report is due the first day of their return to active service.



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<i>Jan</i>		<p>Applications with Sabbatical Leave Committee recommendations submitted by the respective College Vice President, Academic Services to the Vice Chancellor, Educational Services and Student Success, who will submit final approved applications for Board Of Trustees approval before its February Board of Trustees' Meeting. (Articles 12-1A.7 and 12-1B.)</p> <p>Sabbatical Committee reserves the right to review the list of recommended candidates before it is published in the February Board of Trustees' Agenda. The Sabbatical Committee shall review the list of recommended candidates by the deadline for submitting Board of Trustees' Agenda Items and the Committee Chair will advise the Chancellor of its review.</p>	<p>Sabbatical Recipients to provide their mentor will relevant off-campus email. (Article 12-1A.9b.)</p> <p>Reports are due to the Chair of the Sabbatical Leave Committee through the Faculty member's respective College Vice President, Academic Services the first day of their return to active service for Spring Semester. (Articles 12-1A.9b. and 12-1B.)</p> <p>Per Article 12-1A.2d Business Services will provide to the Faculty Association and Sabbatical Committee Statements of Sabbatical Leave Funds by January 15th.</p>
		<p>After Board of Trustees' action, the Vice Chancellor, Educational Services and Student Success Office will provide Human Resources with original documents. Human Resources will prepare Sabbatical Contracts for approved applicants [funded and unpaid]. (Article 12-1A.9a.)</p>	
<i>Feb</i>		<p>Applicants shall be notified no later than March 1 by the Vice President, Academic Services through the Sabbatical Leave Committee of the Board Of Trustees' action. Email notification is acceptable. (Articles 12-1A.7 and 12-1B.)</p> <p>Applicant shall inform the Sabbatical Committee in writing of his/her cancellation of the Sabbatical Application by March 1.</p>	



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<i>March</i>	The Vice Presidents, Academic Services send Letters of Intent to all regular Full-Time Faculty at their respective college by end of second week of March. (Article 12-1A.6.)	See language above in February.	For Faculty currently on Sabbatical Recipients currently on Leave, submit a Progress Report to Mentor by March 31. Failure to do so can result in non-progression of the Sabbatical. (Article 12-1A.9b)
<i>April</i>	Letters due by 5:00 p.m. on April 1 or the following instructional day at each College's Office of Academic Services. (Articles 12-1A.6 and 12-1B.)	Human Resources shall send by email or certified mail the Sabbatical Leave of Absence Contract of Agreement to Board-approved applicants by April 1. (Article 12-1A.9a.)	By the end of April, the Sabbatical Leave Committee reviews from Fall Semester Sabbatical Leave Reports and forwards their recommendation for approval or disapproval through College President to Chancellor for Board of Trustees' review. (Articles 12-1A.9b., 12-1A.9j&k and 12-1B.)
	By April 15 or the following instructional day, the Vice President, Academic Services to send an email or letter to the Full-Time Faculty confirming receipt of Letter of Intent.	Board-approved applicants will return signed Sabbatical Contract of Agreement to Human Resources no later than ten (10) days after receipt. (Article 12-1A.9a.)	
	The Vice Presidents, Academic Services will: a) Email Human Resources the list of applicant names and schedule review of personnel records; b) Review applicant's personnel record and prioritize the Letters of Intent Districtwide;	If the contract is not signed within ten (10) days, then the offer of a Sabbatical Leave of Absence shall be automatically withdrawn. (Article 12-1A.9a.) A communication will be sent by Human Resources to applicant(s) that have not returned their Sabbatical Contract with a copy to the Sabbatical Committee Chair and appropriate College Vice President, Academic Services.	
	c) obtain funding information from District Business Services as well as provide Business Services the prioritized ranking list;	Human Resources will verify with Sabbatical Chair through the Vice Presidents, Academic Services receipt of Board-approved applicant's Sabbatical Contracts of Agreements no later than April 30.	



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<i>May</i>	<p>Per above-noted April Vice President, Academic Services responsibilities:</p> <p>d) Provide to the Committee the funding information at its last Sabbatical Committee meeting and makes decision to identify how many leaves are to be funded in the next Academic Year (Article 12-1A.3);</p> <p>e) [Each Vice President, Academic Services through the Sabbatical Leave Committee Chair] will inform the applicants of their priority ranking and funding status by email or certified mail.</p>	<p>Human Resources will obtain both parties signatures by the end of May. A copy will be sent through email or certified mail to the Board-approved applicants. (Article 12-1A.9a.)</p> <p>In the absence of signed agreement, the FA-District Contract shall control and is binding on the Sabbatical Leave of Absence recipient. (Article 12-1A.9a.)</p> <p>Sabbatical Leave Committee will be responsible for identifying and assigning mentors from the Sabbatical Leave Committee to coach recipients who will be absent on Sabbatical Leave the following Academic Year.</p>	