

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

Effective April 15, 1998

Procedure No. 5-03 (B)

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(1) Staff/Administrators are eligible to apply for sabbatical leave at the beginning of their seventh year of full-time service for granted sabbaticals scheduled to begin during the Staff/Administrator's eighth year of full-time service. Staff/Administrators who wish to be considered for sabbatical leave are required to submit the "Application for Sabbatical Leave" form to the Human Resources Department on or before Tuesday of week two of Autumn Quarter for initial eligibility screening. Sabbatical leave forms are available in the Human Resources Department. Supporting documentation is not required to be submitted with the application at this time. For the purposes of this procedure, "week two of Autumn Quarter" is defined as "the week immediately following the week in which Autumn Quarter officially begins."

(2) The Human Resources Department will complete an initial eligibility screening and will return applications to sabbatical candidates by Tuesday of week three in Autumn Quarter. Candidates who do not meet initial eligibility requirements will be notified in writing of the eligibility requirement(s) that was not met.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to their system Provost/Vice President for review of their "Application for Sabbatical Leave." Appeals must be provided in writing and received by the system Provost/Vice President's office by Friday of week four of Autumn Quarter. The system Provost/Vice President will review the candidate's request for appeal and return a decision to the candidate by Friday of week five of Autumn Quarter. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (3).

(3) Staff/Administrators who meet initial eligibility requirements must forward the "Application for Sabbatical Leave" form, along with supporting documentation, to their department administrator by Tuesday of week six in Autumn Quarter.

(4) By Tuesday of week seven in Autumn Quarter, the department administrator will review the candidate's sabbatical request and add his/her recommendation to the candidate's "Application for Sabbatical Leave" form and forward to the system Provost/Vice President.

(a) In reviewing the candidate's request for sabbatical leave, the department administrator will consider a variety of factors, including proposed sabbatical

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activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives. Department administrators are required to meet with the candidate to ensure a complete understanding of the proposed sabbatical experience. Candidates are encouraged to fully disclose known details of their proposed sabbatical, especially unique opportunities or external sources of funding that would reflect positively on the candidate's application for sabbatical leave.

- (b) The department administrator will return applications that do not receive a positive recommendation for sabbatical leave, and meet with these individuals by Friday of week eight to discuss the reasons. Department administrators should inform and/or remind candidates of other leave policies at the college that might also be used to assist the candidate in meeting his/her professional development goals.
- (5) In the event that a staff/administrator member wishes to appeal the recommendation to his/her application for sabbatical, he or she must submit a written request for appeal, along with his/her sabbatical application, to the system Provost/Vice President responsible for his department by Friday of week nine of Autumn Quarter.
- (a) The system Provost/Vice President will appoint a review panel consisting of one staff/administrator from the candidate's department and division and two staff/administrators from outside the candidates department and division. The panel will review the candidate's application for sabbatical leave and render a final recommendation by Friday of week ten of Autumn Quarter. Candidates will be notified in accordance with paragraph (5)(a) of this procedure.
- (6) Each of the system Provost/Vice Presidents will select a staff/administrator from his/her area to serve on a committee that will review and comment upon the strengths and weaknesses of each recommended sabbatical application.
- If possible, the committee will select at least twice the number of available sabbaticals. The selected applications will be given to the President's Office for final recommendations by Friday of week eleven of Autumn Quarter.
- (7) By Friday of week twelve in Autumn Quarter, the President's Office will notify sabbatical leave candidates, Human Resources Department, system Provost/Vice President's, and

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department administrators of final recommendations to requested sabbaticals.

- (8) The Human Resources Department will schedule a meeting with all sabbatical recipients, at least one quarter prior to the beginning of their approved sabbatical leave, to review all personnel-related details related to the sabbatical, including payroll adjustments, continuation of benefits, accumulation of service credit, etc.