Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE
Academic Affairs

SABBATICAL LEAVE PROCEDURES FOR FACULTY

1. **Purpose:**

To establish campus administrative procedures for the processing of applications for sabbatical leaves submitted by faculty members, and the reporting on such leaves upon completion.

2. **Policy:**

The University of Hawai‘i policy regarding eligibility, duration of leave, criteria for selection, conditions of leave, contractual obligations and general application steps is contained in the collective bargaining Agreement which the Employer has with the Union.

3. **Campus Procedures:**

a. Each person who applies for a sabbatical leave shall submit to the Office of the Provost her/his description or narrative of the educational program, research, or other professional activity to which she/he proposes to devote the leave, along with her/his reasons for undertaking such a program while on leave. UH Form 37, Application for Sabbatical Leave, shall be attached and signed by the applicant. The form is available in the Office of the Dean of Instruction.

b. Deadline for sabbatical requests shall be the first workday following January 1 for sabbaticals to start during the summer months and July 1 for sabbaticals to start the following January. Faculty seeking Spring semester sabbaticals are urged to meet the January 1 deadline of the previous year so that their requests can be prioritized along with any requests for Fall sabbaticals. Eleven month faculty must submit their applications to the Provost at least six months prior to the beginning of their leave, but are also urged to meet the January 1 deadline.

c. At least one month prior to the deadlines above for submitting the application to the Office of the Provost, a faculty member must consult with her/his appropriate Dean/Assistant Dean regarding the substance of the proposal as it relates to professional growth and development, such that the faculty member may serve more effectively on the campus and in her/his field of specialization.

For Instructional faculty, the Assistant Dean will complete the portion of the application designed for the Chairperson/Unit Head, including a recommendation for approval/disapproval and reasons for the recommendation. For non-instructional faculty, the respective Dean or Dean's Designee will complete this portion.

d. Upon receipt of the sabbatical application, if the Assistant Dean has not made a recommendation as Unit Head, the Provost shall transmit the application to the Dean for recommendation.

e. Prior to submitting her/his recommendation to the Chancellor, the Provost will consult with an ad hoc faculty advisory committee broadly representative of the faculty, consisting of three members of the faculty nominated by the Faculty Senate. The committee will advise the Provost with regard to the relative merit of each sabbatical leave application received for the period for which such leaves are requested.

f. The Provost shall note her/his recommendation on each application and shall forward each application to the Chancellor for Community Colleges for action by the Chancellor.
4. Procedure for Filing Sabbatical Reports:

a. Within sixty (60) days of return from a sabbatical leave, the faculty member shall prepare a completion report and submit it to the Provost. Prior to the report being written by the faculty member, the appropriate Assistant Dean or Dean should be consulted for advice on the format for the report.

b. The Provost shall submit a transmittal memorandum for each report to the Chancellor for Community Colleges, indicating whether or not the faculty member fully met the requirements outlined in the approved sabbatical application.

c. The Chancellor for Community Colleges shall transmit the completed report to the University of Hawai'i Faculty Records Office, with additional copies of that transmittal letter sent to appropriate University officials as may be required by the administrative directive then in effect.

d. A faculty member is encouraged to file a copy of her/his sabbatical leave report (absent grades or scores on graduate exams, if any) with the campus Staff Development Coordinator, thus sharing the results of the sabbatical leave with many faculty.

4. Effective Date:

This policy is effective as of August 1, 1995.

Peter T. Dyer
Provost
Introduction

The purpose of the sabbatical leave is to provide faculty members with an opportunity for further professional growth and development so that they may more effectively serve on their campuses and in their field of specialization.

Eligibility

All tenured faculty members at Range 2 or higher are eligible for sabbatical leave after six years (or 12 semesters) of full-time service with the University. Any leave without pay of 30 days or less does not constitute a break in service. Initial appointments before October 1 in the Fall semester or February 1 in the Spring semester allow that semester to be counted in full.

Types of Leave Available

For 9-month faculty members, leaves may be taken for one semester with full pay, or one academic year at half pay.

For 11-month faculty members, leaves may be taken as for 9-month faculty members with the additional options that:

a) For faculty members without teaching responsibilities the leave may begin at any mutually agreed upon date;

b) After the initial six-year period, leaves of less than six months may be taken proportionately at the rate of: one (1) month of leave at full pay for each year of service.

Application Procedures

a) Complete the top portion of the application. Nine (9) month faculty taking one semester (6 months) leave with full pay must start on January 1 or July 1. Nine (9) month faculty members taking one year (12 months) leave at half pay must start on January 1, June 1, July 1, or August 1.

The period of sabbatical leave for 11-month faculty members with teaching or academic calendar related duties may go on sabbatical leave during the same periods as nine-month faculty members. Eleven-month faculty members whose duties are not affected by academic calendar requirements may start their sabbatical at any time, normally on the first day of a month.
Note: Refer to the Faculty Collective Bargaining Agreement for other conditions regarding leaves of absence with pay—sabbatical leaves.

b) Confirm your eligibility with the campus Personnel Office. The Campus Personnel Office will complete the top portion of page 2.

c) Develop a narrative plan following the outline given on page 1 of the Application form. If you have questions, please consult with your Dean of Instruction or designee.

Applications for sabbatical leaves shall be considered based on:

1) The nature of the educational or professional program to be undertaken.

2) The effect of the applicant’s absence on the work of the department or unit and on the operations of the University.

d) Submit the application to the Department/Division Chair by the campus deadline. This will normally be December 31 for leaves beginning on July 1 and June 30 for leaves beginning on January 1.

e) You will generally be notified by your Provost by April 30 or October 30, respectively, of the outcome of your leave application.

f) If your leave plan is approved but the leave is not granted because of lack of funds or inability to find replacements, you may resubmit the leave request in future semesters where it will be given priority consideration over new applications.
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<tr>
<th>Name of Applicant</th>
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<tr>
<td>Title</td>
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<td>Dept./Div.</td>
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<td>Period of Sabbatical Leave Requested</td>
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**Sabbatical Plan**

On a separate sheet, please complete your sabbatical leave plan according to the following outline:

**A. Nature of the educational or professional program to be undertaken, including:**

1) **Sabbatical objectives:** Knowledge, experience and/or expertise to be gained from the sabbatical for the benefit of the students, colleagues and campus(es).

2) **Relationship of objectives to college goals, to anticipated duties, or to any approved projects with which you are or anticipate being involved.**

3) **Sabbatical activities planned to accomplish the sabbatical objectives.** This would include any programs of study, community services, colleges/businesses to be visited, travel, materials development, and an approximate time line for the different activities. Indicate any College-provided materials or facilities support you would require: indicate if planning to attend the University of Hawaii for tuition waiver purposes.

**B. A summary, in outline form, of what you feel are your outstanding contributions to your college.**

**C. Indicate any financial remuneration from non-University of Hawaii sources to be received during the sabbatical leave, including grants, fellowships, and outside employment.** If no outside funding will be received, indicate NONE.

**Statement of Understanding and Compliance**

I understand that sabbatical leave is granted in accordance with University policy, and that should I be authorized such leave, I shall carry out my sabbatical plan and, within one semester, submit a written report on my sabbatical activities. I also understand that I am required to return to the University for at least one year of service upon completion of the sabbatical leave upon return within the semester. I agree that if I refuse to return, I shall reimburse the University all compensation received from the University covering the sabbatical leave period.

Signature of Applicant | Date

CC Form 37A, Rev. 6/89 Attachment B
SABBATICAL LEAVE
CERTIFICATION OF ELIGIBILITY
COMMUNITY COLLEGES

Faculty Member is Tenured: ____________________________ Yes ______________ No ______________

Date of Initial Hire: ____________________________

Date of Previous Sabbaticals: ____________________________ to ____________________________

                             to ____________________________

                             to ____________________________

Type of Appointment ____________________________ 9 month ____________________________ 11 month

Semesters of full-time, continuous service since last sabbatical or initial hire:

_________________________________________________________________________________

Dates of any breaks in service: ______________________________________________________

I certify that the faculty member above is eligible to apply for the sabbatical leave requested.

_________________________________________ Date

Signature

Title

To be completed by the Dean/Designee

If approval is recommended, indicate how the duties of the applicant will be covered during the sabbatical leave.

Recommendation1 ____________________________ Department/Division Chair ____________________________ Date

Recommendation1 ____________________________ Dean ____________________________ Date

Recommendation1 ____________________________ Provost ____________________________ Date

Decision ____________________________ Chancellor ____________________________ Date

Reported to the Board of Regents ____________________________ Date

1 If recommendation is not required, please attach a separate sheet of explanation.