WCC Policies and Procedures

Title*: SABBATICAL LEAVE PROCEDURES FOR FACULTY

Reference

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.

1. UH Systemwide Administrative Procedures: Leaves
   - A9.400 Guidelines for Sabbatical Leave for Faculty
2. UH Systemwide Executive Policy: Delegation of Authority
   - E9.102 Recommendation of Personnel Appointment and Changes in Appointments, Sabbatical Leaves, Leaves Without Pay, and Administrative Stipends to Board of Regents
   - E9.103 Approval of Requests for Sabbaticals, Leaves Without Pay for Professional Improvement and Extensions of Probationary Period of Academic Personnel and Recommendations for Administrative Stipends for Academic Personnel

Background and purpose (Introduction)*

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.

Authority* WCC Chancellor’s Office

Definitions/categories None

Procedures

1. Campus Procedures
   a. Each person who applies for a sabbatical leave shall submit to the Office of the Chancellor a description or narrative of the educational program, research, or other professional activity to which she/he proposes to devote the leave, along with reasons for undertaking such a program while on leave. UH Form 37A (Rev. 11/09), Application for Sabbatical Leave, shall be attached and signed by the applicant. The form is available in the Office of the Vice Chancellor of Academic Affairs and on the WCC Website.
   b. Deadline for sabbatical requests shall be the first workday following December 31 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 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 Chancellor at least 6 months prior to the beginning of their leave, but are also urged to meet the January deadline.
   c. At least one month prior to the deadlines above for submitting the application to the Office the Chancellor, a faculty member is highly recommended to consult with her/his appropriate Vice Chancellor/Director/Dean regarding the substance of the proposal as it

*Required fields
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.

d. Upon receipt of the sabbatical application by the due date, the Chancellor will route the application to the appropriate Vice-Chancellor/Director. The Dean/Vice-Chancellor/Director will then make recommendations to the Chancellor.

For Instructional faculty, the Dean will complete the portion of the application designed for the Department/Division Chair, including a recommendation for approval/disapproval and reasons for the recommendation. For non-instructional faculty, the Vice Chancellor or Vice Chancellor’s Designee will complete this portion.

e. Prior to submitting a recommendation to the Vice President for Community Colleges, the Chancellor 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 be comprised of the most recent available recipients. The appointment period will be 1 year, renewable up to a maximum of 3 years. Using a three-tiered ranking (high, middle, no), the committee will advise the Chancellor with regard to the relative merit of each sabbatical leave application received for the period for which such leaves are requested.

f. The Chancellor shall note her/his recommendation on each application and shall notify the applicant of the disposition of the application by April 30 for those starting in the summer months, and October 31 for those starting in Spring.

2. Procedure for Filing Sabbatical Reports

a. Within one semester of return from a sabbatical leave, the faculty member shall prepare a completion report and submit it to the Chancellor. Prior to the report being written by the faculty member, the appropriate Dean or Vice Chancellor should be consulted for advice on the format of the report.

b. The Chancellor shall submit an acknowledgement of the report to the faculty member, indicating whether or not the completion report fully meets the requirements outlined in the approved sabbatical application.

c. A faculty member is encouraged to authorize the posting of her/his sabbatical leave report (absent grades or scores on graduate exams, if any) on the campus web page, thus sharing the results of the sabbatical leave with other faculty.

3. This policy and procedure will be made accessible to all members of the faculty online.

4. The list of recipients will be made accessible to all members of the faculty online.

Timeline Annual review

Exclusion None

Responsibilities* WCC Chancellor’s Office

Effective date* August 1, 1995

Revised date* January 21, 2010

*Required fields