



October 20, 2008

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Sabbatical Leave

TCC provides a number of opportunities, including faculty fellowships, professional travel, and mini-grants, for faculty to engage in professional growth. TCC policy also includes a sabbatical plan that allows a faculty member to fully engage in professional activities without additional duties. Unfortunately, only a few faculty have been able to take advantage of this plan in the history of the College.

We have worked with the faculty senate to modify the sabbatical plan to make it more available to faculty. The revised plan maintains the rigorous application process, retains the five year minimum between sabbaticals and remains subject to available funding, but it also changes the salary requirements to allow the faculty member on sabbatical to retain full salary. While not all community colleges offer sabbatical plans, the majority of those that do include full salary and benefits.

The academic benefits of sabbatical programs are well documented. Faculty who return from sabbatical positively affect not only their own teaching and scholarly knowledge but also other faculty who work with them. The actual cost of a sabbatical to the College is the cost of replacing the faculty member with an adjunct in the classroom, currently about \$10,000 for a semester. It is the College's goal to provide funding for up to 12 sabbaticals yearly.

STAFF RESOURCE: Barbara Sloan

RECOMMENDED ACTION:
Recommend modifying the Sabbatical Leave Policy as indicated

TITLE: Sabbatical Leave	NUMBER: 6Hx27:05-14
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO:
DATE ADOPTED: 12/1/97; revised 1/22/01	PAGE: 1 of 2

The college recognizes the necessity of maintaining a high caliber of faculty and the importance of the faculty's contribution in delivering quality education. The college recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise, thereby supporting faculty excellence in teaching and research. The college also recognizes that a faculty sabbatical is a privilege and should be granted only when it results in adding value to the institution, faculty member and students.

The purpose of the sabbatical leave is to allow faculty to engage in specific planned activities involving academic study, instructional excellence, research and writing of a professional nature, creative or artistic endeavors, or other activities and objectives clearly related to the faculty member's academic discipline and of benefit to the college.

Upon the recommendation of the President, Sabbatical Leave may be granted to full-time faculty on continuing contract who have demonstrated excellence in teaching, professional growth, and service to Tallahassee Community College and the local community.

The procedure for application, approval, and assessment of sabbaticals shall be the responsibility of the President.

~~A sabbatical leave is defined as a period of time during an employee's contract service time to be free to pursue professional and/or professionally related personal objectives which can be clearly justified as contributing to the employee's competence in assigned College duties.~~

~~Sabbatical leave is a privilege, not a right. The granting of sabbaticals must ultimately be determined by the needs and the resources of the College.~~

Sabbatical leave, not to exceed nine (9) months, may be granted to faculty members on continuing contract who have completed five (5) years of full-time service to the College and who meet the minimum qualifications as specified under the criteria of selection.

1. The sabbatical leave shall be granted for one or two terms with fifty (50) percent contract salary. No sabbaticals will be given for the summer semester.
2. Any faculty member receiving a sabbatical shall agree in writing to return to the College for twice the length of the leave or shall reimburse the College the amount of salary received during the sabbatical (or pro-rata share thereof should the faculty member return for only a portion of the return commitment). Such repayment shall bear no interest charges.
3. Any faculty member on sabbatical leave shall not accept other full-time employment. This stipulation, however, should not be interpreted as a prohibition against the receipt of grants, fellowships, or other monies while following advanced study in a degree program or in an institute workshop, conference, or similar activity. Professional consultation activities with or without remuneration are seen as appropriate activities during the leave period provided that the College is informed about such activity.
4. A report to the Professional Growth Committee regarding the planned program and its worth to the College shall be made no later than midterm of the semester following the return to campus.
5. Sabbatical leave shall count toward service on the current Board-approved Salary Schedule and shall count as regular service for the purpose of retirement. The regular contribution for retirement shall be deducted. Any employees on sabbatical leave will continue to be covered by workers compensation and will continue to receive all other respective fringe benefits.
6. Any deviation from the approved planned program during the course of the sabbatical period must be recommended by the Vice President for Academic Affairs and approved by the Board.

The criteria of selection for a sabbatical are these.

1. A written application including a planned program must be received by the Professional Growth Committee by the established deadline.
2. The application must be specific and definite about the program to be undertaken. Vague or indefinite requests will be disallowed by the committee.

3. The planned program for the sabbatical leave shall consist of further educational training, travel, research, writing, or similar activities which directly relate to the faculty member's duties at the College.
4. The application shall clearly demonstrate the benefit of the program to the College as well as to the individual.
5. If choices must be made from among valid applications, the following criteria shall be applied by the committee.
 - a. Priority will be given to those applicants who have never received a sabbatical. In no instance shall an applicant who has been on sabbatical in the previous five (5) year period be granted another sabbatical.
 - b. The quality of the proposed programs and the probable benefit to the College will be judged.
 - c. Individual(s) with the longest continuous service to the College will be given priority.
 - d. Equitable distribution will be made among academic divisions as much as possible.
 - e. If a tie still exists at this point, selection of the employee(s) to receive the sabbatical(s) shall be made by the chair of the committee by lot from the eligible applicants.

See Also: [College Administrative Procedure 05:14AP](#)