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| **Faculty Professional Development** |
| Application for Paid Sabbatical |
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**PART 1: GUIDELINES AND CRITERIA**

**Please retain these for your own records.**

***Please thoroughly review the guidelines and criteria listed below before completing this application. Incomplete applications will not be reviewed. Faculty Professional Development (FPD) offers support in completing your application. Please contact the Faculty Professional Development Coordinator for details.***

Paid Sabbaticals are competitive grants awarded each Winter term to contracted, permanent Lane faculty members. Sabbaticals are a paid opportunity intended to strengthen and deepen your role as a professional in your discipline and to provide an opportunity to grow and develop as a faculty member at the college. Faculty can apply for one or more terms of leave, and, if awarded, their positions are backfilled by part-time instructors. Most award recipients receive one term of sabbatical leave, but if circumstances warrant it and funds are available, faculty may be awarded two or three terms of leave; however, awards of more than one term are rare. Please refer to **Article 23.8** of the [Faculty Contract](http://www.lanecc.edu/hr/employee-and-labor-relations) for additional details on sabbatical awards.

**Applicants must meet all criteria listed below:**

1. Employee must be a contracted, permanent faculty member and have worked at the college for at least 2 years. Employees with 2 years of service are eligible to apply for 1 term of leave; employees with 4 years of service may apply for up to 2 terms of leave; and employees with 6 years of service may apply for up to 3 terms of leave.
   1. Note: Leave award is calculated on present contracted salary, not on projected or scheduled overloads above contracted salary level. An employee who takes one term of leave receives full salary for the year. An employee who takes 2 terms of leave receives 87% of annual salary for the two terms of leave and the normal salary for the third term. An employee who takes 3 terms of leave receives 75 % of annual salary for the year.  *Example:* an employee who normally grosses $60,000 per year and who takes 2 terms of leave will receive a gross of approximately $54,800 (.87 \* 20k, + .87 \* 20k, + 1.00 \* 20k).
2. A paid sabbatical is designed for projects and activities, which the employee cannot accomplish during contracted time. A paid sabbatical generally means an off-campus experience.
3. If the goals or activities of the leave are altered, or a postponement is required, the recipient shall notify the committee in writing immediately, and the committee must approve all changes before the work continues. Each request will be reviewed, and applicants will be notified in writing of the committee’s decision in a timely manner.
4. Upon completion of sabbatical leave, the recipient must return to LCC for a minimum of one term per term of leave taken. If the recipient does not return to LCC, or does not complete the leave as approved, he/she must repay to the college the portion approved, plus actual OPE.
5. The recipient shall complete both an oral and a written report of the leave activities. The oral report will be scheduled during the Fall In-service immediately following the leave term. The written report shall be submitted in electronic form (Word document or PDF) no later than the date of Fall In-service when the oral report is given. Written reports will be published on the FPD website and filed with the appropriate Vice President. Additional guidelines for the reports are listed at the end of this section under ‘Requirements’.
6. In order to be eligible for a second or third sabbatical award, the faculty member must have completed all requirements, including both the oral and written reports, for all previous paid sabbatical leaves. Failure to do so will result in the ineligibility for future awards. *Note: It is highly recommended that you keep both an electronic and hard copy file of your sabbatical reports for your own records.*
7. All applications must be complete. The application must be typed, have all appropriate signatures, include all requested information, and have sufficient supporting documentation, including acceptance letters, school schedules, etc. Responses to questions in the application should be clear, detailed, and thorough. Model applications are available online. The committee will not review incomplete applications.
8. Applications must be received by the Faculty Professional Development office via email ([fpd@lanecc.edu](mailto:fpd@lanecc.edu)) by the deadline. Late applications will not be accepted. The annual deadline for submission is posted at <http://www.lanecc.edu/fpd/grants/sabbatical-long-term-leave-paid>.

**Restrictions:**

* A paid sabbatical is not intended to be used for the writing or production of materials for classroom use (i.e. curriculum development). We realize that research/projects may result in the need for curriculum development. Curriculum development funds are usually accessed through the unit planning process.
* A paid sabbatical cannot be for personal business interests outside of college employment.
* A paid sabbatical cannot be used for immediate, direct, or indirect financial gain.
* No faculty member on leave shall receive a combined income (development leave award plus possible outside income) amounting to more than 100% of his/her contracted salary. Tuition, fee grants, and scholarships shall not be considered additional salary.
* No faculty member on leave will teach at LCC during his/her paid sabbatical unless the sabbatical is spread out over more than one term.

**NOTE:** Please refer to Article 18 of the [Faculty Contract](http://www.lanecc.edu/hr/employee-and-labor-relations) for more information on patents, inventions, copyrights, intellectual property rights and use of college equipment.

**Appeal Process:** Applicants have the right to an appeals process. Please contact the Executive Board of LCCEA.

**Requirements:**

**Written report (due by no later than the Fall In-service after the term of leave):** Please submit your report as a Word or PDF document (typed, formatted to your choice of standards, including a cover page with your name, the title of your presentation and the term/date of your sabbatical project) attached to an email to the Faculty Professional Development Coordinator. Please keep a printed copy in addition to your electronic files for your own records.

**Written reports should, at a minimum, include:**

* An introduction that includes a summary of the purpose, goals, and objectives of your project.
* A discussion of the methods and/or processes you used to complete your project. This is where you provide the details of what occurred during your project. Please note any changes you had to make from your original action plan in your proposal.
* A description of the results and/or outcomes of your project. Please include any supporting documents, creative works, or products that you feel are relevant to the outcomes.
* A final reflection on the significance of this project to your work at Lane, to your Division, to the College as a whole and to your discipline.

Reports deemed to be insufficient will be returned to the faculty member for revisions and re-submission. Final reports will be filed with the Sabbatical Committee and the appropriate vice president and will also be published online and available to the public on the Faculty Professional Development website.

**Oral presentation:** An oral presentation is required and is given during Fall In-service following the term of leave. Presentation time is limited (typically 15-20 minutes per presenter), so oral presentations should summarize sabbatical activities and professional growth, drawing applications for the broader campus community. All college employees will be invited to attend the oral reports, and all reports should exemplify professionalism and clearly demonstrate a worthwhile use of professional development funding. More details on location, the specific date, and time of your presentation will be emailed to you late in the summer.

**Please note:** Both the oral and written reports are required elements of the sabbatical activity. Future sabbatical applications will not be considered if these two reports have not been completed.

**Dissemination of Information Gained:** In addition to the required oral and written reports, you will be encouraged to choose additional ways in which you plan to share your sabbatical findings and information gained. Please contact the Faculty Professional Development Coordinator if you would like assistance in arranging an extended department report.

**Additional Funding Sources: Professional Activities Funding:** If you have funds left in your rolling three-year Professional Activities (Short Term Leave) balance, you may apply separately to the Professional Activities committee to cover sabbatical related travel expenses. **Please remember that you must apply for funding for travel in advance.**

**PART 2: APPLICANT INFORMATION AND SIGNED APPLICANT STATEMENT**

***Submit Parts 2-4 electronically.***

**Completing your Application:** After reading through **Part 1**, please **complete Parts 2-3 and have your Division Dean complete Part 4.** These sections, along with any supporting documentation should be submitted in electronic format (Word document or PDF) by email to: [fpd@lanecc.edu](mailto:fpd@lanecc.edu). Please retain hard copies and electronic copies of all documents for your own records.

**Note:** Model proposals are available online, and mentors are available on request.

**Applicant Information (please type in the form below):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | **Department/Division:** | | | | |  |
| **Ext.:** |  | | | **Email address:** | |  | | | |
| **FTE:** |  | | | **Home Phone:** |  | | | | |
| **Years at Lane under contract:** | | |  | | | | | | |
| **Previous paid sabbatical leave dates (if applicable):** | | | | | | |  | | |
| **# of terms of paid sabbatical leave awarded in the past:** | | | | | | | |  | |

**Sabbatical Project Title:**

**Term(s) requested for leave:**

**Leave Location(s):**

**Applicant Statement:**

**I have read the guidelines and criteria for sabbatical leave, and I understand them.**  If accepted, I agree to complete the sabbatical project as described in my application as well as the written and oral reports. I understand that I will not be granted a sabbatical in the future if I do not follow these guidelines and complete the oral and written reports. (The committee recognizes that there may be minor changes to the timeline and your proposed plan.)

**Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**PART 3: SABBATICAL DETAILS (LEAVE INFORMATION)**

***Please clearly identify each of the following sections in the narrative of your application.***

**Application questions and criteria for selection:** Following the format outlined below, please address each of required sections. Reponses should be well organized, thorough, and clear. Criteria for evaluation are listed below each section.

**Required Sections**

1. **Intent and Plan**- Outline what you intend to do if granted this leave. Be sure to include a detailed explanation of your goals, purpose, and any research objectives if your project has a research focus. To the best of your ability at this time, please describe your plan and explain what you would like to accomplish in detail. Please be specific and include details of proposed activities and itineraries for the entire leave time, timelines, appointments, etc. You may include information about any preparation you have done or will do prior to your proposed leave. If you intend to spread your sabbatical leave over more than one term (e.g. course reduction over the academic year), please explain why a typical one-term sabbatical leave is not conducive to your project. Also, how you will balance your project and your regular faculty work to ensure that you will dedicate sufficient time to the sabbatical project?  (We understand that details of the timeline and your proposed plan may change.)

**Note:** In order to award sabbaticals to the greatest number of faculty members, the committee encourages one-term leaves (or the equivalent if spread out over more than one term). If you are asking for more than one term, please justify the need for this in your application. **(30 points)**

**Criteria for evaluation:**

* Description of:
* The goals of the proposed sabbatical
* Any research objectives if the project has a research focus
* Details of proposed activities and itineraries (week by week)
* Timelines, timetables, appointments, specificity

**2. Growth** – How will this activity contribute to your growth as a professional person? How will the proposed sabbatical improve your work as a faculty member? If you have taken a sabbatical in the past, explain how this leave will contribute to your professional development either building on or separate from your previous leave(s). **(25 points)**

**Criteria for evaluation:**

* Extent to which activity contributes to growth as a professional person
* How the proposed sabbatical will improve your work as a faculty member

**3.** **Relevance and Value** - How is this activity valuable and relevant to one or more of the following: division/department, discipline, program, profession, and/or students? **(15 points)**

**Criteria for evaluation:**

* Demonstrated relevance and value to division/ department, discipline, program, profession, and/or students

**4.** **College Core Values and Strategic Directions** - Choose one of the College core values or strategic directions and explain how this activity is relevant. Please include this response to a maximum of ½ page typed. (Please see <https://www.lanecc.edu/planning/vision-mission-values> for Lane’s Core Values and <https://www.lanecc.edu/planning/strategic-directions> for Lane’s Strategic Directions.) **(10 points)**

**Criteria for evaluation:**

* Demonstrated relevance to core values or strategic directions

5. **Evaluation of Success and Dissemination** - In addition to a written and oral report of your activities, it is expected that you will share your experience with other faculty. This can formal or informal. What format might that take, and how can the committee assist you? **(10 points)**

**Criteria for evaluation:**

* Evaluation and dissemination, methods of evaluating success, and methods for disseminating and sharing sabbatical report.

**The committee may award up to 20 additional points for the overall quality of the sabbatical application.**

**TOTAL POINTS POSSIBLE: 110**

*Applicants must receive at least 55 points in Section 3 to be considered for a sabbatical award.*

**ADDITIONAL POINTS**

Provided you have a minimum of 55 points on Part 3, up to 25 points will be added to your score on the following basis:

* 12 points if this would be your first term of sabbatical leave,
* 6 points if this would be your second term of sabbatical leave, or
* 3 points if this would be your third term of sabbatical leave
* AND one point for each year since hire as a contracted faculty member including this year if you have never taken a sabbatical OR one point for each year since your last sabbatical.

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| **Please calculate your potential additional points below.** | **Your Points** |
| Enter 12 points if this would be your first term of sabbatical leave, 6 for second, or 3 for third. |  |
| Enter one point for each year since hire as a contracted faculty member including this year if you have never taken a sabbatical *OR* one point for each year since your last sabbatical including this year. |  |
| **Total Points** | 0 |
|
| Total with limit – If the total is 25 or less, write your total here. If it is more than 25, enter 25 here. (25 is the maximum.) |  |

The final selection will be based on attempting not to award too many sabbaticals within the same disciplines. (Please see 23.8.7.1 of the faculty contract for details.)

The decision of the Committee is final and is subject to appeal only on grounds specified by LCCEA Executive Board.

**PART 4: DIVISION DEAN ACKNOWLEDGEMENT AND COST ESTIMATE**

**Division Dean:**

Please sign below to acknowledge receipt of a copy of this application and provide an estimate of the cost for a replacement. Thank you.

Estimated replacement cost: Salary $\_\_\_\_\_\_\_\_\_\_\_\_\_ OPE $\_\_\_\_\_\_\_ Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_