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Sabbatical Leave Handbook

Introduction

MiraCosta College shares the philosophy of the Academic Senate for California Community Colleges that "sabbatical leaves can provide a vibrant ongoing source of professional development and renewal that benefits all aspects of an institution."[1] Additionally, "colleges should…nurture and preserve wide-ranging, effective sabbatical leave programs." This handbook has been prepared by the Sabbatical Leave Committee (SLC) and was approved by the Academic Senate of MiraCosta College. The handbook is to be used as a guide in the preparation of sabbatical leave applications and reports completed during the academic year. Information contained in this handbook supersedes all previous versions. The online Sabbatical Leave Application and Report forms are available online on the SLC website.

Mission Statement

The mission of the SLC is to ensure the integrity of the sabbatical leave process and support the professional development of MiraCosta College full-time faculty by assisting them in the preparation of quality sabbatical leave applications and reports.

Professional Expectations During Sabbatical Leave

Sabbatical leave is a formal agreement between the faculty member and the District. Faculty approved for one semester at full pay, two semesters at half pay, or sabbatical combined with unbanked time are fully released from all college duties, including committee service, coordination, chair roles, director assignments, and reassigned-time positions. Recipients are expected to focus solely on their approved sabbatical activities. Participation in other college work during sabbatical is voluntary, not expected, and not compensated. Sabbatical leave is a privilege granted by the District and approved by the Board of Trustees. Faculty are expected to uphold this privilege with professionalism and are trusted to:

- Submit clear, well-prepared applications and reports that communicate the purpose, objectives, activities, and outcomes of their leave
- Propose activities that justify full semester compensation and align with the college mission
- Review prior sabbatical applications and reports available on the SLC website
- Recognize that the Superintendent/President and Board of Trustees review and/or approve all applications and reports
- Understand that sabbatical applications and reports are public records. However, the documentation submitted with the report for SLC verification purposes will only be shared publicly with the faculty member's consent.
- Follow all guidelines in this handbook
- Submit the Sabbatical Application and Sabbatical Report using the official online forms by the stated deadlines

1 Sabbaticals: Effective Practices for Applications, Implementation and Follow-up.

Role of SLC, AS, Superintendent/President, and Board of Trustees

Sabbatical Leave Committee (SLC)

- To evaluate each proposal for its relevance to the applicant's professional duties, and alignment with the mission and goals of the college;
- To encourage and facilitate the preparation of clear, well organized and thoughtful sabbatical leave documents; to suggest revisions to the applicants as necessary;
- To make and forward SLC recommendations regarding sabbatical leave applications and reports to the Academic Senate (AS) for consent;
- To recommend changes in Administrative and Board policy and procedure as needed;
- To revise the Sabbatical Leave Handbook as necessary.

Academic Senate (AS)

- To review sabbatical leave applications and reports and provide consent before they are forwarded to the Superintendent/President and Board of Trustees;
- To support the quality and integrity of the sabbatical process by confirming that SLC recommendations align with academic standards and institutional goals;
- To make recommendations regarding changes to sabbatical policies and procedures, as appropriate.

Superintendent/President

- To recommend approval or disapproval to the Board of Trustees regarding sabbatical leave applications;
- To approve or disapprove requested minor or major late changes to a sabbatical leave application;
- To approve or disapprove sabbatical leave reports;
- To make recommendations, as appropriate, concerning policy and procedure;
- To arbitrate any disputes using the District Grievance Policy.

Board of Trustees

- To approve or disapprove Sabbatical Leave Applications forwarded by the Superintendent/President.
- To receive and read Sabbatical Leave Reports for information only.

Sabbatical Planning Roadmap: Where to Find What You Need

Step	Milestone or Decision Point	Where to Look in the Handbook
1	**Determine Eligibility** Have you completed at least six years of full-time service since your hire or last sabbatical?	Sabbatical Leave Eligibility
2	**Explore duration and compensation structures** Will you apply for one semester at full pay or two semesters at half pay? Are you considering unbanked time or variable dates?	Sabbatical Duration and Payment Options Comparison of Sabbatical Leave Duration and Pay Structures
3	**Choose Sabbatical Category** Advanced Academic or Self-Directed sabbatical	Choice of Sabbatical Category
4	**Understand Pay Logistics, STRS, and Bond Requirements** How will your leave affect compensation and retirement credit? What bond documents must you submit?	Pay Logistics, STRS, Bond Requirement, and Post-Sabbatical Obligation
5	**How to Complete and Submit the Application** Guidelines to prepare and submit your application and meet all deadlines.	Sabbatical Leave Application Process Completing the Sabbatical Application
6	**How to request changes or withdraw your application** May require Superintendent/President approval	Requesting Approval for Late Changes or to Withdraw an Application
7	**How to Complete and Submit the Sabbatical Report** Understand how and when to report what you accomplished	Sabbatical Leave Report Process Completing the Sabbatical Report
8	**ADA, Intellectual Rights, Office Space, use of PDP or Department Funds, SLC service** Review additional policies, rights, and responsibilities	Additional Information
9	**Official District Eligibility Policy** Consult the official district policy for sabbatical leave	Appendix A: Administrative Procedure AP 7341

Sabbatical Leave Eligibility

[*(Refer to Administrative Procedure 7341 in Appendix A)*

A full-time faculty member becomes eligible to apply for sabbatical leave during their **sixth year of service**, and then every six years following the completion of a previous sabbatical. Applications must be submitted during the academic year **prior to** the anticipated sabbatical (see Application Timeline). The sabbatical leave will commence in the following (seventh) academic year and may not exceed one academic year in length.

Board Policy limits the number of sabbatical leaves granted each year to **no more than 8%** of full-time faculty. If the number of qualified applicants exceeds this limit, seniority will determine who is awarded a sabbatical. Seniority is based on the time elapsed since either the applicant's date of hire or the completion of their most recent sabbatical, whichever is more recent.

Alternates
In the event of a tie, the date of hire will be used as the deciding factor. Any remaining applicants beyond the 8% cap will be designated as alternates, ranked in the same manner by the SLC.

Sabbatical Duration and Payment Options

Standard Options by Contract Type

Classroom Faculty:

- One semester at full pay
- Two semesters at half pay

Non-Classroom Faculty (176- or 195-day contracts):

- Half of the contract period (e.g., July–December or January–June) at full pay, or
- A full-year sabbatical (July–June) at 50% pay.

Variations from Standard Options

Any variation from the standard sabbatical options, such as the use of unbanked time, the combination of sabbatical leave with other pre-approved district activities, or proposed dates that fall outside the traditional semesters, must be coordinated in advance with the appropriate Chair, Dean, Vice President, and Human Resources. Final approval may rest with the Superintendent/President and the Board of Trustees.

Procedure for Requesting a Sabbatical with Custom Dates

If your proposed sabbatical does not fall entirely within a standard fall or spring semester, it is considered a **variable sabbatical** and requires the following steps:

1. **Request Approval:** Submit a written request to the **Superintendent/President** outlining your proposed schedule and rationale. Approval must be granted **before** submitting the full application. You may be asked to include a calendar showing the specific days and estimated hours of sabbatical activity.
2. Coordinate Details: Once approved, work with your Dean, Human Resources, and Academic Affairs to finalize the schedule and document the agreement.
3. Include in Application: Clearly explain any non-standard dates, contingencies, or exceptions in your application, along with the rationale.
4. Notify SLC: Submit a copy of the Superintendent/President's approval to the SLC Chair, and cc the Academic Senate Administrative Assistant before submitting your full application.

⚠️ **Important Note:** Before selecting a sabbatical leave structure, faculty are strongly encouraged to consult with Human Resources regarding potential impact on STRS service credit, salary, salary advancement, evaluation timeline, unbanking (as applicable) and benefits. Faculty may also confer with FA leadership. This is especially important for faculty considering multi-semester leaves, unbanked time, or other non-standard variations.

Comparison of Sabbatical Leave Duration and Pay Structures

Leave Option	Description & Key Details
One-Semester Sabbatical at Full Pay	- Full salary for one academic semester (Fall or Spring) - Counts as **100% STRS service credit** - No unbanked time or district work involved
Full-Year Sabbatical at 50% Pay. Consult with HR.	- 50% salary distributed over two semesters (Fall + Spring) - Earns **50% STRS service credit** **- Does not meet 75% service required for step advancement**
Full-Year Sabbatical with Pre-Approved District Work	- Combines sabbatical with part-time district work (e.g., committee, grants) - Requires pre-approval by **SLC, AS, and administration** - Impact on STRS service credit, salary, and benefits. must be confirmed with HR
Full-Year Sabbatical with Unbanked Time	- Combines sabbatical leave with previously accrued unbanked time - Must still meet **576 sabbatical hours** - Impact on STRS service credit, salary, and benefits. must be confirmed with HR
Variable Sabbatical	- Does not follow a standard Fall or Spring schedule - Requires prior written approval from the **Superintendent/President** - Faculty must coordinate schedule with HR

Choice of Sabbatical Category

Faculty may pursue one of two types of sabbatical leave projects, each with its own set of expectations and documentation requirements:

Advanced Academic Study

Applications must include a detailed program of academic study that clearly aligns with the applicant's professional duties and supports the mission and goals of the college. The proposed coursework must be completed at a regionally accredited four-year institution and will be reviewed and approved by the Sabbatical Leave Committee based on its relevance, academic rigor, and contribution to the applicant's field.

Graduate-Level Coursework (Advanced Academic Studies only)

To meet sabbatical requirements, faculty must demonstrate that their proposed activities reflect the equivalent of full-time work (576 hours). The following standards apply to academic coursework:

- 12 semester units or 18 quarter units of upper-division or graduate-level coursework.
- Coursework must be taken at a **regionally accredited four-year institution** (not a community college). *Accredited by WASC (Western Association of Schools and Colleges) or an equivalent U.S. regional accrediting body*
- Lower-division courses do not count toward this sabbatical type.
- Foreign institutions may be considered with appropriate academic standing and **prior approval.**

Unit-to-Hour Conversion for Graduate Studies

(Based on Carnegie Unit Standards)
To help applicants estimate their time commitment: 576 hours = 12 semester units = 18 quarter units

> ⚠️ **Note***: These hour conversions are for sabbatical credit only.* Being approved for a sabbatical project does not automatically qualify coursework or activities for salary advancement. Contact the Salary Advancement Committee for their approval guidelines.

Self-Directed Studies

Applications must include a detailed proposal describing the independent activities planned for the sabbatical. These activities should directly enhance the applicant's expertise, support their professional growth, and contribute meaningfully to the college's mission. The Sabbatical Leave Committee will evaluate the proposal based on its clarity, scope, alignment with the applicant's discipline or responsibilities, and the feasibility of completing a minimum of 576 hours of focused professional work.

Examples of self-directed sabbatical projects include:

- Designing new or revised curriculum to address evolving student needs
- Conducting research related to teaching practices or subject matter expertise
- Developing online instructional materials or open educational resources
- Completing a creative or scholarly project (e.g., writing, music composition, visual art)
- Participating in fieldwork, training, or certifications that enhance professional capacity
- Creating student support tools that advance equity, inclusion, or engagement

🟡 **Note:** A mixture of activities is allowed, as long as they collectively meet the sabbatical requirements and are clearly documented.

Conversions for self-directed sabbaticals that include upper division coursework:

- 1 semester unit = 48 hours of work
- 1 quarter unit = 32 hours of work

576 hours = 12 semester units = 18 quarter units

Conversion for self-directed sabbaticals that include Lower-Division and Nontraditional Coursework
For self-directed sabbaticals that include lower-division coursework, unit conversions are adjusted to reflect the reduced rigor compared to upper-division or graduate-level study:

- **Semester Units**: Each lower-division semester unit is equivalent to **0.67 of a standard sabbatical unit**, or approximately **32.16 hours** (0.67 × 48 hours).
- **Quarter Units**: Each lower-division quarter unit is equivalent to **0.67 of a standard quarter unit**, or approximately **21.44 hours** (0.67 × 32 hours).

For **nontraditional learning formats** (such as online certificate programs, workshops, or continuing education units), faculty must estimate hours based on documented seat time or active engagement. A clear rationale should be included in the application, along with links or descriptions of the coursework. The Sabbatical Leave Committee will review these proposals on a case-by-case basis for approval.

> ⚠️ **Note***: These hour conversions are for sabbatical credit only.* Being approved for a sabbatical project does not automatically qualify coursework or activities for salary advancement. Contact the Salary Advancement Committee for their approval guidelines.

Pay Logistics, STRS, Bond Requirement, and Post-Sabbatical Obligation

Continued Compensation

Faculty on sabbatical receive continued salary payments according to the approved leave structure.

⚠️ STRS Service Credit

One-semester sabbaticals at 100% salary count fully toward STRS. Full-year sabbaticals at 50% may only receive half a year credit unless the faculty member purchases additional service credit. Contact HR and refer to the CalSTRS Handbook. A full-year sabbatical at 50% will impact eligibility for step advancement the following year, as faculty must complete at least 75% service in an academic year to qualify.

Outside Earnings During Sabbatical

In addition to receiving uninterrupted salary payments from MiraCosta College during sabbatical leave, faculty may also earn wages from outside employment, whether related or unrelated to their sabbatical objectives. To ensure compliance with district policies and avoid potential conflicts of interest, faculty are strongly encouraged to consult with Human Resources or the appropriate administrator before engaging in any outside work during their leave.

Bond Requirement

As a condition of receiving continued salary payments during sabbatical leave, faculty member must obtain a performance bond through the district. Arrangements are to be made through Human Resources. The bond is to provide surety for the faculty member‘s fulfillment of all obligations accepted as a condition for the granting of the paid leave. The bond shall be exonerated upon death or physical or mental disability of the faculty member.

Once the performance obligations for which the bonding company is guarantor have been discharged and the sabbatical leave report has been accepted by the Board of Trustees, the faculty member will be deemed to be relieved of further performance requirements, except for the condition of continuous employment for twice the period of the leave.

Post-Sabbatical Obligation

Every faculty member, as a condition to being granted a leave of absence pursuant to this procedure, shall agree in writing to render a period of service to the district following their return from the sabbatical leave that is equal to twice the period of the leave.

Sabbatical Leave Application Process Overview and Timeline

Overview

A Sabbatical Leave Application must be submitted during the academic year prior to the requested leave, following the deadlines listed in the Sabbatical Leave Timeline. Applications must be completed online. The link to the application is available on the SLC website.

The Sabbatical Leave Committee (SLC) reviews applications, makes recommendations, and forwards them to the Academic Senate (AS) for consent. Following AS consent, the application is sent to the Superintendent/President for review, then to the Board of Trustees for final approval. Once the Board grants approval, the Human Resources Operations Manager will contact the applicant to discuss and coordinate the required bond.

After returning from sabbatical leave, the faculty member must submit a Sabbatical Leave Report, completed as outlined in the Sabbatical Leave Handbook.

Quick Reference Application Timeline

Responsible Party	Action / Step
Faculty Member	During the first 4 weeks of Fall, reads Sabbatical Handbook, notifies Chair, Dean, and VP, checks evaluation cycle, and consults with HR.
Faculty Member	Submits online application and Signature Page (by the last business day of the **5th week** of instruction in Fall)
SLC	Reviews application and recommends revisions if needed
SLC → Academic Senate	Forwards final application with SLC's recommendations to Academic Senate
Academic Senate	Reviews for consent
Superintendent/President	Reviews and makes recommendation to Board of Trustees by the end of Fall semester
Board of Trustees	Considers and votes on application in early Spring
HR Operations Manager	Sends bond paperwork and instructions to faculty member soon after Board approval

Detailed Application Timeline

Deadline	Activity

Prior to submitting Sabbatical Application	1. Review the Handbook: Applicants must read the Sabbatical Leave Committee (SLC) Handbook to understand application and reporting procedures. 2. Consult with Human Resources or Faculty Assembly: Applicants are strongly encouraged to consult with Human Resources or Faculty Assembly regarding the impact of their sabbatical leave option on STRS service credit, salary, and benefits. 3. Check evaluation cycle: Applicants scheduled for evaluation must consult with Human Resources regarding evaluation timing. 4. Notify key personnel: Applicants must notify their department chair, dean, and the Vice President of Instructional Services of their intent to apply. This provides time to consider staffing, budgeting, evaluation schedules, SLO assessment timelines, and other planning factors.
Last business day of the 5th week of instruction in Fall	Applicant submits online Sabbatical Leave Application and Signature Page to the SLC. SLC commences review of the applications and makes recommendations for revisions.
By the beginning of November	The SLC forwards all final sabbatical leave applications with its recommendations to the Academic Senate (AS) Administrative Assistant for placement on the Senate's consent agenda.The SLC Chair or AS Administrative Assistant notifies the Vice Presidents of Instruction and Student Services of the applications forwarded to the Academic Senate, including each faculty member's proposed sabbatical category and dates.
Prior to the beginning of finals week in fall	After the Academic Senate consents, the AS Administrative Assistant forwards the applications and reports, along with SLC recommendations and Senate consent, to the Executive Assistant of the Superintendent/President for review. If consent is withheld, the Sabbatical Leave Committee must reconvene to review and vote on any revisions before forwarding the materials to the Superintendent/President.
Prior to the end of finals week in fall	The Superintendent/President forwards the applications to the Board of Trustees with a recommendation for action.
Prior to Board Meeting (early spring semester)	SLC Chair notifies applicants of Board Agenda and date on which the sabbatical leave applications will be considered.
Board Meeting (early spring)	Board considers and votes on the sabbatical leave applications. Applicant attendance is encouraged.
1 week after Board Meeting	SLC Chair notifies applicants of Board's action regarding the sabbatical leave applications.
As soon as possible after Board approval	Applicants will be contacted by the Human Resources Operations Manager to ensure posting of a bond. Paperwork for the bond must be submitted by the applicant before the last day of the semester.

Completing the Sabbatical Application

PART I: Applicant Information & Preparation

This section of the application asks for basic applicant information and confirmation that key preparatory steps have been completed. These steps, including notifications to campus leadership and a recommended consultation with Human Resources or the Faculty assembly, are explained in detail earlier in the handbook.

Prior to Submitting the Application

Prior to submitting the application for sabbatical leave, the following must be certified by the faculty member, department chair, dean, and the appropriate vice president: (a) the program will not be jeopardized by the absence of the faculty member, and (b) competent staff are available to teach the classes/provide the services vacated by the regular faculty member. The Sabbatical Leave Committee shall notify the dean and department chair of all faculty who have been approved for a sabbatical leave and the semester of the approved leave within ten (10) business days of approval of their application. Faculty members must notify their dean, department chair, and Human Resources if there are any changes to their planned sabbatical leave within ten (10) business days of an approval to change sabbatical plans (i.e. request to change semester of sabbatical leave, request to delay or cancel sabbatical leave, request to take a 50% sabbatical leave for one year, etc.).

Signature Page

Download the Signature Page and submit it to the AS Administrative assistant by the application due date. You will also document your readiness to apply via a checklist on the application.

PART II - Abstract

An abstract is a brief summary (3-5 sentences) of your sabbatical proposal. It often begins with “The purpose of this sabbatical is to…” and should convey the overall goal, major activities, and anticipated impact of your project. You do not need to list every task, just highlight the big picture.

⛔ **Note:** Sabbatical projects must go beyond the routine instructional duties expected of faculty. Activities such as lesson planning, organizing course content, or updating existing materials should not be the primary focus of your sabbatical, unless they are part of a larger project involving curriculum innovation, scholarly research, or equity-focused transformation. Sabbatical leave is intended to support meaningful professional development, scholarly work, or innovation that contributes to your growth and the mission of the college.

Example:

> *The purpose of this sabbatical is to examine inclusive assessment strategies in community college classrooms. I will review current research on equitable grading practices, participate in a teaching and learning institute, and redesign assessments for three courses. The goal is to improve student engagement and reduce equity gaps in success rates. Results will be shared with colleagues through a Flex workshop and a department resource guide.*

PART III: Objectives, Activities, Impact, and Evidence

This section guides you through the core components of your sabbatical proposal. You'll outline your objectives, describe how you plan to accomplish them, explain the intended impact on your professional growth and MiraCosta College, and detail how you'll document your work. Be sure to follow the word limits and align all activities and deliverables with your stated objectives.

Objectives

Each objective should be a clear and specific statement of what the faculty member plans to accomplish during the sabbatical. Begin with purpose-driven language such as "To develop," "To research," or "To create." Focus on the intended outcomes rather than the process, which will be described in the "Activities" section. There is no required number of objectives. However, it's recommended to keep the number of sabbatical objectives limited, typically no more than three. Rather than listing many small tasks as separate objectives, consider how they connect to a shared purpose. If multiple activities contribute to the same overarching goal, they can often be combined into one clear objective.

Modifying Objectives After Approval

Once the sabbatical leave is approved by the Board of Trustees, the objectives become part of a formal agreement with the District. Any substantial changes to the objectives must be submitted in writing and approved by the Superintendent/President. Minor revisions to the number of projected hours or to the specific activities used to accomplish the approved objectives do not require additional approval, provided that the overall purpose remains the same and the minimum of 576 hours is preserved.

Activities

In this section, describe the key activities you will undertake to accomplish your sabbatical objectives. Focus on your most significant work and provide enough detail to show that your sabbatical is purposeful and well planned.

Include any anticipated resources that will support your work, such as books, articles, websites, software, consultations, or site visits. The list doesn't need to be exhaustive but should reflect a thoughtful, well-structured approach.

Explain how each activity supports your objectives and the overall purpose of your sabbatical.

⛔ Important Note: Minor adjustments to planned activities are allowed as long as the original objectives remain unchanged and fully completed. If you need to revise an objective itself, you must obtain written approval from the Superintendent/President before making the change. Revised or additional activities may not replace uncompleted objectives or hours without this approval. Once approved, submit the updated application and written approval to both the Academic Senate Administrative Assistant and the SLC Chair.

Contribution to Your Professional Growth

Describe how this sabbatical will support your professional development. What new skills, knowledge, or experiences do you expect to gain? How will these enhance your teaching, scholarship, creative work, or service to the college?

Contribution to MiraCosta College

Explain the anticipated short- and/or long-term benefits of your project for students, your department, the college, and/or the broader community. Be sure to address SLOs, PSLOs, Core Competencies, and/or equity, diversity, and inclusion in at least one area. When possible, consider sharing the outcomes of your sabbatical with the college community through voluntary activities such as Flex workshops, department presentations, or professional events.

Proposed Documentation and Deliverables

As part of your application, you must describe the documentation you plan to provide to demonstrate completion of your sabbatical objectives. At the end of your leave, this evidence will be submitted in your Sabbatical Leave Report via a shared virtual Drive folder.

Self-Directed Sabbaticals

Faculty proposing a self-directed sabbatical should indicate that they will submit the following deliverables:

- **Log of Activities:** Faculty proposing a self-directed sabbatical must include that they will submit a Log of Activities that documents how they will allocate time across approved activities. The log will serve as an accountability tool that demonstrates a full-time commitment totaling at least 576 hours. While the log itself is not submitted with the application, the proposal must include that this will be submitted. During their sabbatical, faculty may use Excel, Google Sheets, or a Word table, whichever format is most convenient. Set up your log at the beginning of your sabbatical.
- In addition to the log, faculty must list the **supporting deliverables** that will provide tangible evidence of the work completed. These materials should clearly correspond to the approved sabbatical objectives. Examples of acceptable deliverables include:
    - Curriculum materials
    - Research findings or summaries
    - Creative work, videos or media files
    - Drafts or excerpts of manuscripts
    - Published articles or book chapters
    - Online learning modules (may require temporary SLC access to a Canvas course)
    - Annotated bibliographies (15-page maximum recommended)

Advanced Academic Studies

Faculty proposing graduate-level coursework as their sabbatical must include the following:

- **Official Transcript(s):** Plan to upload a copy of official transcripts verifying completion of at least 12 semester units (or 18 quarter units) of upper-division or graduate-level coursework from an accredited institution. List "Transcript(s)" as your deliverable in the Sabbatical Leave Application and Report.

Estimation of time to Complete the Objective

When estimating the hours required for your self-directed sabbatical project, break down each objective into major tasks or activities (e.g., research, writing, curriculum development, training). Estimate the time each task will reasonably require, but report only the **total estimated hours per objective** in your application. You may use hourly ranges (e.g., 40-60 hours) as long as the **combined total across all objectives** adds up to at least **576 hours**, which represents a full-time commitment for one semester.

The following cannot be counted toward sabbatical hours:

- Travel time and travel preparations
- Activities not directly related to approved objectives
- Work conducted outside the official sabbatical period (unless pre-approved in writing by the Superintendent/President)
- Contractual duties (e.g., committee service, chair roles, coordination)

Estimation of Total Hours Across All Objectives

At the bottom of your application, you will be asked to enter the total estimated sabbatical hours. When listing estimated hours, be sure to calculate the total across all objectives. The combined minimum must equal **at least 576 hours**, which represents full-time work for one semester. You may have used hourly ranges (e.g., 40-60 hours per objective), and you may include a range for the total as well, but the lowest possible total must still meet the minimum requirement. Be accurate but reasonable. This estimate helps the review committee understand the scope and feasibility of your plan.

Requesting Approval for Late Changes or to Withdraw Application

Requesting Late Changes: Once approved by the Board of Trustees, a sabbatical leave application becomes a contract between the faculty member and the District. Any changes to the objectives of the sabbatical leave that fall outside the scope of the original application must be approved in writing by the Superintendent/President. Minor adjustments to the number of projected hours per objective for non-traditional sabbatical leaves do not require a second approval, provided that the total hours remain no less than 576.

If a sabbatical leave applicant finds it necessary to alter their application after Board approval or at any time during the sabbatical period, they must consult the SLC Chair. A modified application must be submitted to the Superintendent/President for approval, with a copy sent to the SLC Chair. The altered

application must use the same online form as the original, with all changes clearly indicated and a cover letter explaining the rationale and outlining the proposed modifications.

The Superintendent/President will consult with the SLC Chair and, if necessary, the full Sabbatical Leave Committee and the Academic Senate President. If the proposed alteration is not accepted, the SLC will work with the faculty member to revise the application. Upon approval, the Superintendent/President will inform the SLC and the Academic Senate. The updated application and written approval must be submitted to both the Academic Senate Administrative Assistant and the SLC Chair for their records.

Withdrawing Application: If you decide to withdraw your application before it is forwarded to the Superintendent/President, you must notify the SLC Chair as soon as possible. If your sabbatical leave has already been approved by the Superintendent/President and the Board of Trustees, you must notify the following individuals in writing:

- Superintendent/President
- SLC Chair
- Your Department Chair or Dean
- Your Area Vice President
- Human Resources

Timely notice ensures that alternate applicants can be considered and that planning for staffing, budgets, and program continuity can proceed smoothly.

Sabbatical Leave Report Process Overview and Timeline

Overview

After returning from sabbatical, faculty must complete and submit a Sabbatical Leave Report using the official online form linked from the SLC website and following the guidelines in this handbook. The report confirms that the objectives approved in your original application were fully completed and provides evidence of your work and its impact.

The Sabbatical Leave Committee (SLC) reviews each report and forwards recommendations to the Academic Senate (AS) for consent. Once consent is granted, the report is sent to the Superintendent/President for final approval.

This section explains each required part of the Sabbatical Leave Report, including what to include, how to organize your responses, and how to present your supporting documentation clearly and effectively.

Quick Reference Report Timeline

Responsible Party	Action / Step
Faculty Member	Completes sabbatical leave and prepares report using the online form
Faculty Member	Submits Sabbatical Leave Report by the 4th week of instruction in semester they return to full-time service
SLC	Reviews report and makes recommendations
SLC → Academic Senate	Forwards reviewed reports with recommendations
Academic Senate	Reviews and gives consent
Superintendent/President	Makes final approval decision

Detailed Report Timeline

Deadline	Activity
Last business day of the 4th week of instruction	Applicants submit their report online with accessible documentation. The SLC then begins its review.
• By the beginning of May (for faculty returning to full-time service in the spring) • By the beginning of November (for faculty returning to full-time service in the fall)	SLC forwards to the AS Administrative Assistant the sabbatical leave reports with SLC's recommendations.
• By the 1st week in May (for faculty returning to full-time service in the spring) • By the 1st week in December (for faculty returning to full-time service in the fall)	Academic Senate forwards to the Executive Assistant of the Superintendent/President the sabbatical leave reports with AS recommendations.
Before the end of each semester	The Superintendent/President makes approval decisions for reports.

Completing the Sabbatical Report

PART I: Applicant Information

The Sabbatical Leave Report will ask again for your basic information and the proposed sabbatical period and type. There is no need to restate your preparation steps because those were addressed in the application. Simply confirm your identity and sabbatical details to begin the reporting process.

PART II: Restatement of Abstract

Copy and paste the abstract from your approved Sabbatical Leave Application exactly as it appeared. If your application was formally modified and approved by the Superintendent/President, use the most recent approved version.

PART III: Objectives, Activities, Impact, and Evidence

Objectives

Restate (copy and paste) your approved objectives.

Activities

Clearly and concisely describe the activities you completed during your sabbatical. Include key activities and resources (e.g., books, articles, websites, software, consultations, or site visits). If the list is extensive, highlight the most significant items and include the full version in your documentation. Briefly explain how each activity contributed to fulfilling your objectives.

If any modifications to your objectives or activities were formally approved, you must mention this in your report and include a copy of the written approval from the Superintendent/President in your documentation folder.

⛔ **Reminder:** Only objectives approved in your original application count toward the required 576 hours. If your approach changed significantly, you must upload pre-approval documentation from the Superintendent/President. Minor adjustments do not require new approval but should be briefly explained in your report. When in doubt, consult with the SLC Chair.

Contribution to Professional Growth

Reflect on how your sabbatical supported your professional development. What new skills, knowledge, or experiences did you gain? How have these enhanced, or how will they enhance, your teaching, scholarship, creative work, or service at MiraCosta College?

Contribution to MiraCosta College

Describe the short- and long-term benefits of your sabbatical work for students, your department, the college, and the broader community. Be specific about how your project supported student learning outcomes (SLOs), program-level outcomes (PSLOs), Core Competencies, and/or equity, diversity, and inclusion efforts.

Documentation and Deliverables to the SLC

Your report should reference and briefly describe the deliverables you proposed in your original application. These deliverables must align with your approved objectives and provide clear evidence of completion or substantial progress.

All supporting documentation must be uploaded to a shareable Drive folder (such as Google Drive), and a shareable link must be included in your Sabbatical Leave Report. Set the folder to "Anyone with the link can view" so the Sabbatical Leave subcommittee can access the materials.

- If your documentation is hosted on a website, include the link.
- If your materials are housed in Canvas, grant the SLC Chair access.

Documentation Requirements by Sabbatical Type

Self-Directed Sabbaticals

- A **Log of Activities** showing a minimum of 576 hours. The log should clearly link each activity to your approved objectives. Use any format that works for you (e.g., Excel, Google Sheets, table).
- **Supporting Deliverables** such as curriculum materials, research summaries, drafts or published work, media, or creative products. Deliverables must demonstrate how you fulfilled your objectives.

Advanced Academic Studies

- **Official transcript(s)** verifying completion of at least 12 semester units or 18 quarter units of upper-division or graduate-level coursework from an accredited institution.
- A **brief summary** in your report describing the courses taken, total units completed, and the institution attended.
  (Note: One semester unit is equivalent to 48 hours of study.)

Faculty Consent for Public Distribution of Deliverables

Sabbatical applications and reports are public records. The supporting documentation referenced in the self-directed sabbatical report is typically shared with the Sabbatical Leave Committee through a link to a drive folder. Faculty may also provide access through a website or a Canvas course if appropriate. These materials are reviewed by the SLC for verification purposes and will only be shared publicly with the faculty member's consent. Faculty should indicate their sharing preference in the Report. This decision is entirely up to the faculty member. Transcripts are always private.

Total Hours Completed

In your report, indicate the sum total number of hours for all objectives.

⚠️ **Note:** The following may *not* be counted toward your required sabbatical hours:

- Travel time and travel preparations
- Activities unrelated to approved objectives
- Work completed outside the official sabbatical period (unless pre-approved in writing by the Superintendent/President)

- Contractual duties (e.g., committee work, department chair roles, coordination)

If you completed any of these activities during your sabbatical and mention them in your report, clearly mark them as additional and do not include them in your hour totals.

Additional Information

Use of Department or PDP Travel Funds During Sabbatical

Per the District-FA Collective Bargaining Agreement, Article I.3.0 Professional Development Allowance: Up to a maximum of $1000 of the professional development allowance may be used for professional development expenses during sabbatical leaves.

ADA Compliance

If your sabbatical involves the creation of online resources or instructional materials, ensure they meet ADA accessibility standards. Faculty are encouraged to obtain support from Student Accessibility Services and/or the Teaching & Innovation Center (TIC).

Intellectual Property Rights

Faculty whose sabbatical projects may result in original works (e.g. media, written materials, or creative works) must review Board Policy and Administrative Procedure 3715 on Intellectual Property Rights. If producing original work as part of a self-directed study, include a clear statement in your application regarding ownership and usage rights.

Office Space

Faculty retain rights to their office during sabbatical leave. However, if office space is limited, they may be asked to share their office and clear out adequate space before the leave begins.

Service on the Sabbatical Leave Committee

After completing their first sabbatical leave, faculty are eligible and encouraged (not required) to serve on the Sabbatical Leave Committee.

Sharing Your Sabbatical Work

Faculty are encouraged to share the outcomes of their sabbatical projects with the campus community upon returning to full-time service.

Flex Week, Academic Senate and Board of Trustees Presentations:
It is a recognized practice for faculty to give brief presentations during Flex Week, in Department Meetings, to the Academic Senate and, in some cases, the Board of Trustees. These presentations highlight major activities, results, and the impact of the sabbatical on professional growth and college

initiatives.Faculty are invited to present and presentations are intended to celebrate accomplishments, not to evaluate the sabbatical.

Appendix A: Administrative Procedure AP 7341

ADMINISTRATIVE PROCEDURE AP 7341 Sabbatical Leave
The district may grant a leave of absence for study and travel (sabbatical) to any regular, full-time faculty member who has rendered satisfactory service to the district for at least six consecutive years prior to taking the sabbatical. Not more than one sabbatical shall be granted in each six-year period. An application for sabbatical is to be completed as outlined in the Sabbatical Leave Application and Report Procedures Guide handbook during the sixth consecutive year of service since date of hire or return from previous sabbatical.

While absence for an approved nonworking leave shall not be deemed a break in the continuity of service, the time spent on a nonworking leave and/or a sabbatical shall not be included as service in computing the six consecutive years required for sabbatical eligibility. Time spent on an approved working leave shall be included in the six years required for eligibility if both the work and the manner of compensation have been approved by the district.

The number of sabbaticals to be granted by the Board of Trustees shall not exceed eight percent (8%) of the full-time faculty per academic year. Exceptions may be approved at the discretion of the College Superintendent/President.

Every employee, as a condition to being granted a sabbatical pursuant to this procedure, shall agree in writing to render a period of service to the district following his or her return from the sabbatical that is equal to twice the period of the sabbatical.

As a condition of receiving continued salary payments during a sabbatical, employees must obtain a performance bond through the district. Arrangements are to be made through the Human Resources Operations Manager. The bond is to provide surety for the employee‘s fulfillment of all obligations accepted as a condition for the granting of the paid sabbatical. Once the performance obligations for which the bonding company is guarantor have been discharged and the sabbatical report has been accepted by the Superintendent/President, the employee will be deemed to be relieved of further performance requirements, except for the condition of continuous employment for twice the period of the sabbatical.

The Sabbatical Leave Application and Report Procedures Guide handbook that includes this administrative procedure, as well as information on the types of sabbaticals, seniority rules, application procedures, and evaluation standards for reports of completion, shall be reviewed and updated annually by the Sabbatical Leave Committee/Group.

Revised 3/1/11
Reference: Education Code §87767 et seq.