Guidelines Sabbatical Leaves

1. A Sabbatical Leave at Washtenaw Community College is an investment in the future for both the individual and the College. Sabbatical leaves are intended to result in the creation of new knowledge, improved teaching competence, and/or enriched programs for students who attend this institution.

Purposes:
The primary purposes for which a sabbatical leave is granted are to provide faculty with opportunities to:

* 1. Improve and strengthen their teaching;
	2. Engage in research and/or professional writing for intended publication in the applicant’s area of expertise;
	3. Perform scholarly or professional services at the local, state, national, or international level;
	4. Engage in other creative or scholarly activities; or
	5. Engage in intellectual and professional development activities that will be of benefit to the individual and to the College.
1. “The merit of the applicant’s proposal will solely govern the [Sabbatical] Committee’s decision.” Does the proposal “improve the service of the faculty member to the college”? (These quotes are taken directly from the contract.) This should be interpreted as activities that go beyond the ongoing professional responsibilities of faculty.
2. If more than 6 proposals meet criterion 2 equally, the following point system will be used:
	1. An applicant is given one point for each year of full-time service.
	2. For each full sabbatical previously awarded, deduct 10 points.
	3. For each mini sabbatical previously awarded, deduct 5 points.
	4. If there is a tie in the points given in a - c, the person with a more recent sabbatical would be lower on the list than someone with the same points who has never had a sabbatical or who had one many years ago.
	5. If two applicants are still tied, a coin will be flipped.

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The following examples illustrate different point system scenarios that could occur.

**Example 1:**

Applicant A: 5 years of full-time service

 *No previous sabbatical: 5 POINTS*

Applicant B: 15 years of full-time service

 *One previous full sabbatical: 5 POINTS*

Since Applicant A has had no previous sabbatical, she or he is awarded the sabbatical.

**Example 2:**

Applicant A: 20 years of full-time service

 *One previous full sabbatical: 10 POINTS*

Applicant B: 10 years of full-time service

 *No previous sabbatical: 10 POINTS*

Applicant C: 10 years of full-time service

 *One previous mini sabbatical: 5 POINTS*

Both Applicants A & B have 10 points but since Applicant B has had no previous sabbatical, she or he is awarded the sabbatical.

1. The sabbatical leave committee believes that the sharing of ideas is a critical component of growth for all faculty. Upon completion of a sabbatical leave, the applicant will submit a written summary of their sabbatical activities to their Dean and share their results with the college community. Further, the Board of Trustees may ask the recipients of sabbaticals to share the results of their work at one of their meetings.