

KAUA'I COMMUNITY COLLEGE
Sabbatical Leave Procedures

1. Purposes

The purpose of a sabbatical leave is to provide Faculty Members with an opportunity for further professional growth and development so that they may serve more effectively on their campuses and in their field of specialization

2. References

- A. UH System Administrative Procedures 9.400 Guidelines for Sabbatical Leave for Faculty
- B. UHPA Agreement Article VI.A. Leave of Absence with Pay – Sabbatical Leave

3. Policy

The basic policy regarding eligibility, duration of leave, criteria for selection, conditions of leave, contractual obligations and general application steps are contained in the Article VI of Agreement between UHPA and the Board of Regents of the University of Hawaii.

4. Limitations

- A. Contingent upon the availability of funds and the operational needs of the College, it may be necessary to impose a limit on the number of sabbaticals granted during a given academic year or academic semester, as appropriate.
- B. Persons required to postpone a sabbatical leave due to institutional exigencies will receive priority consideration during a subsequent cycle.

5. Procedure

- A. Each person who seeks a sabbatical shall prepare a UHCC Form 37A, complete in every detail, and submit it to his/her - Division Chair, Director or Vice Chancellor for Student Services (VCSA) at least six months before intended departure. An electronic PDF copy of UHCC Form 37A, that can be filled in before printing, can be obtained from the Human Resources Office.
- B. The Division Chair, Director or Vice Chancellor for Student Services shall complete the applicable section of the UH Form 37A, including the addition of attachments, and submit the entire package to the Chancellor via the Vice Chancellor for Academic Affairs (VCAA) on or before the announced deadline.
- C. Upon receipt of the sabbatical applications, the Chancellor will convene the sabbatical review committee to evaluate the applications.
- D. The faculty sabbatical review committee shall be comprised of:
 - i. Appropriate unit administrator depending on faculty applicants.

- ii. Three tenured faculty representatives. Names will be provided by faculty senate after a selection process that will include an all faculty vote.
- E. Applications will be evaluated on the basis of:
- i. The nature of the educational or professional program to be undertaken and the reasons for doing so.
 - ii. The effect of the applicant's absence on the work of the department or unit and on the operations of the university.
 - iii. Potential benefit of the sabbatical leave to the College.
 - iv. Availability of alternate professional growth and development opportunities without sabbatical.
 - v. The evaluation rendered should be based solely upon the merits of the application in terms of the factors listed in H below.
- F. The faculty sabbatical review committee will review and rank the sabbatical requests received and submit the evaluation and ranking to the Chancellor by April 1. The Chancellor will determine the number of sabbatical leaves available for the year based upon financial resources. The Chancellor will review the ranking provided by the sabbatical committee and determine the final approval of such requests.
- G. Applications that were previously approved, but were denied due to 4.H.iii below or budgetary constraints, shall be given priority.
- H. Guidelines for ranking applications
- i. "Time urgency" of the educational or professional program. If the nature of a program is such that it can be carried out only in a certain year the application should be given priority.
 - ii. Similarly, if an applicant will and can receive substantial financial support (fellowships and grants) for his/her program only in the particular year, his /her application should be given priority.
 - iii. Applications approved but not taken during a previous year. If the applicant had an approved application but was not granted a leave in the previous year for reasons beyond his/her control, his/her application should be given priority.
 - iv. Number of past sabbatical leaves. Applicants with the fewer number of past sabbatical leaves shall be given priority.
 - v. Years of creditable service since the initial hire or the last sabbatical leave.
 - vi. Seniority. (Applicable when none of the preceding elements can be utilized.)
- I. The Chancellor shall make the final decision on sabbatical applications and notify the applicants.
- J. The decision to deny leave shall be rendered in writing, stating the reasons, within two (2) months after receipt of the application by the Chancellor.
6. Postponements, Cancellations and Disapprovals

Guideline for postponements of requests for sabbaticals, postponements and/or cancellations of approved sabbatical leaves and sabbatical leave entitlements after a sabbatical application is disapproved are contained in UH Administrative Procedure A9.400.

7. Procedures for Filing Sabbatical Reports

- A. Within one (1) semester of return from a sabbatical leave, the faculty member shall prepare a completion report and submit it to the Chancellor via the Division Chair, Director or Vice Chancellor for Student Services and the appropriate unit administrator. The Division Chair, Director or Vice Chancellor for Student Services shall review the report in terms of satisfaction of stated objectives and submit a written reaction to the Chancellor, via the appropriate administrator.
- B. If the Chancellor feels the requirements were not met, a statement regarding steps being taken to correct the problem must be included.