

KAUA‘I COMMUNITY COLLEGE

Sabbatical Leave Procedures

1. Purpose

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. University of Hawai‘i (UH) System Administrative Procedures (AP) 9.400 Guidelines for Sabbatical Leave for Faculty
- B. University of Hawai‘i Professional Assembly (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 UH.

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, and submit it to their Division Chair, Director, or Vice Chancellor, as relevant, by November 30 for leaves beginning July 1, or May 31 for leaves beginning on January 1. An electronic PDF copy of UHCC Form 37A, that can be filled in before printing, can be obtained from the Human Resources Office. It is recommended that each applicant meet with the Division Chair and Dean or VCAA prior to submitting their application.
- B. The Division Chair, Director, or Vice Chancellor, as the relevant direct report, shall complete the applicable section of the UHCC Form 37A, including the addition of attachments, and submit the entire package to the Chancellor on or before the

deadline. This deadline will normally be December 31 for leaves beginning on July 1, and June 30 for leaves beginning on January 1.

- C. Upon receipt of the sabbatical applications, the Chancellor will convene the sabbatical review committee to evaluate (Step 1) and rank (Step 2) the applications.
- D. The Faculty Sabbatical Review Committee shall be composed 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. Step 1: Applications will be evaluated to determine whether they are appropriate for ranking and recommendation to the Chancellor 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. The potential benefit of the sabbatical leave to the College.
 - iv. Availability of alternate professional growth and development opportunities without sabbatical.
- F. Step 2: Once the sabbatical request has been evaluated and deemed appropriate (Step 1), the Faculty Sabbatical Review Committee will rank the sabbatical requests received based on the factors listed in G below and submit the evaluations and ranking to the Chancellor by no later than two months after the deadlines specified in 5.B above.
- G. 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. Availability of substantial financial support. Similarly, if an applicant will and can receive substantial financial support (fellowships and grants) for their program only in the particular year, their 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 sabbatical leave in the previous year for reasons beyond their control, their application shall be given priority.

- iv. Number of past sabbatical leaves. Applicants with the fewest 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.
- H. The Chancellor shall make the final decision on sabbatical applications and notify the applicants. The Chancellor will determine the number of sabbatical leaves available for the year based upon financial resources. The Chancellor will review the application and attachments and the evaluations and ranking provided by the Sabbatical Review Committee and determine the final approval of such requests, providing applicants with the reasons, in writing, for each sabbatical determination by no later than April 30 for leaves beginning on July 1, or October 31 for leaves beginning on January 1.

6. Postponements, Cancellations, and Disapprovals

Guidelines 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 AP 9.400.

7. Procedures for Filing Sabbatical Reports

- A. Within one 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 as appropriate. The Division Chair, Director, or Vice Chancellor 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 concludes the requirements were not met, a statement regarding steps being taken to correct the problem must be included.