ELIGIBILITY

To be eligible for consideration, the faculty member must meet the following criteria:

Yes  No  N/A

1. Holds a full-time, nine-month, teaching faculty contract or a twelve-month teaching, professional, administrative contract.

2. Have completed six years of creditable service at the time of application for sabbatical leave.

3. Have completed six years of creditable service since a previously awarded sabbatical leave.

4. That despite the applicants meeting the above qualification, his/her acceptance shall be further limited by the criteria enunciated in the Professional Development Plan of the subject college.

OBJECTIVE

The objective of such leave is to provide activities that will improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency, and provide a renewed capacity for significant contribution of service to the college and the community at large.

DESCRIPTION

A sabbatical is a compensated leave of absence of one or two semesters for 9-month faculty and up to 12 months for administrative and professional faculty and college presidents. Sabbaticals shall be granted for approved projects of full-time independent study, research, and/or creative work which will renew teaching abilities, and to foster and enrich intellectual and professional growth and development. Projects may be concerned with wide-ranging interests or with work in specialized fields and should address issues in the substance of the applicant’s teaching field, research interests, professional field, or in some other area which will enhance understanding of related fields. It is not designed for planned courses of study or academic credit. Planned courses of study for academic credit will be requested under Section 3.8.0, Educational Aid, and Appendix VII, 3.9.1, Educational Aid for State Employees, of the VCCS Policy Manual.
JUSTIFICATION

Describe the planned activities for the sabbatical.

________________________________________________________________________

________________________________________________________________________

Explain the relationship of the leave proposal to your professional responsibilities at the College.

________________________________________________________________________

________________________________________________________________________

Why do you need to be released from normal duties to accomplish these goals?

________________________________________________________________________

________________________________________________________________________

How will the leave contribute to your professional development?

________________________________________________________________________

________________________________________________________________________

What are your plans for sharing the accomplishments of the leave with members of the college community?

________________________________________________________________________

________________________________________________________________________

COMPENSATION

The rate of pay while on sabbatical leave shall be:

- One Semester of Sabbatical Leave—at full salary for that one semester OR
- Two Consecutive Semesters of Sabbatical Leave—at half salary for two semesters.

Amount of sabbatical leave salary requested: $ _____________________
EMPLOYEE BENEFITS

Employee benefits during sabbatical leave will be handled in the following way:

- Group life insurance, the state portion of health insurance coverage and VRS or optional retirement plan contributions paid in full.
- Credit for active employment for seniority purposes.
- Service credit for purposes of calculating a leave anniversary date.
- Leave shall not accrue.

AGREEMENT

1. I agree to furnish the appropriate college official with a written report summarizing project accomplishments.

2. I understand that the rate of pay while on leave with pay will be no less than fifty (50) percent of the (current) salary in effect on the last contractual workday prior to the effective date of sabbatical leave.

3. I agree to execute a promissory note agreeing to repay the gross salary received while on leave; if I do not return to this college, or to another VCCS college, or to the System Office upon completion of the sabbatical leave. If I resign prior to the completion of my obligation, the outstanding prorated portion of the note shall be paid in full within one year following termination of employment. I also agree to reimburse the college a proportional amount (amount determined by the college) of the salary received while on leave if I fail to complete successfully any portion of the sabbatical.

4. I understand that faculty members who are awarded sabbatical leave shall serve twice the time of the approved leave with pay at the college after return from leave with pay and that the number of sabbatical leave awards in any year will depend upon the availability of funds.

Sabbatical Leave Proposal Application shall be submitted to your supervisor no later than April 1, prior to the period of the commencement of the leave.

________________________________________  _______________________________________
Date of Request                           Employee Signature
RECOMMENDATIONS

Immediate Supervisor Review and Recommendations:

How will you cover the workload of the faculty member during the period of the sabbatical leave?

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Supervisor Signature  Date Approved

Vice President of Instruction and Student Development Review and Recommendation:

Are the funds available to support this award? Is the proposal realistic and achievable?

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Vice President of Instruction & Student Dev.  Date Approved

President  Date Approved
PROMISSORY NOTE

On ________________, for value received, the undersigned promises to pay upon demand as hereinafter provided to the Commonwealth of Virginia, Virginia Community College System, or order, the sum of _______________ dollars ($__________) plus three (3) percent interest compounded annually, the interest to accrue at the date of the sabbatical is terminated.

a. Homestead and all other exemptions, presentment, demand, protest and notice of dishonor are hereto waived by the undersigned.

b. If this note is not paid at maturity, the maker here of agrees to pay in addition to the amount of this note all collection costs and twenty-five (25) percent collection or attorney’s fees, said amount being agreed upon as a reasonable fee for collection.

c. The holder of this note may grant to any person liable for the payment of the debt evidenced hereby extensions of the time and said debt, or any part thereof, without notice to any other person, and no such extension shall impair or affect the liability of any person responsible for the payment of such debt.

d. The principal amount listed is the total estimated amount which will be advanced to the undersigned in monthly installments during the period of sabbatical leave; if a greater or lesser amount is received, the principal amount will be adjusted to the amount actually paid by the Virginia Community College System as of the termination of the sabbatical leave.

e. This rate and interest will only be canceled in their entirety by the immediate return of the employee to the Virginia Community College System on his/her first scheduled workday after completion of the period of sabbatical leave for a period equal to twice that of the period of absence; if the employee returns to the Virginia Community College System for a lesser period of service, he/she must repay within one year following termination of employment (on a pro-rate basis) the portion of the note which has not been fulfilled by employment.

f. This note and interest may be canceled in whole or in part if the employment is terminated by the State for any reason prior to completion of the required period of service following the absence, provided the college president and the chancellor concur in such cancellation.

g. Right is reserved to pay this note in whole or in part, at any time prior to maturity.

Signed and witness this ________________ day of ________________________, 20__________

_________________________________________  ________________________________
Witness Signature                          Signature of Employee