

SABBATICAL PROCESS & TIMELINE

(Article XIII.I of the MCCEA Bargaining Agreement)

- 2nd Week of January**
- After updating Faculty Seniority List (*k:/Seniority Lists/Faculty*), **Human Resources** updates Sabbatical Tracking worksheet (attached to Faculty Seniority List) to ensure that (1) only active faculty are included; and (2) the previous academic year's sabbaticals have been documented.
- January 15**
- Deadline for **faculty** to submit to Vice President notice of intent to apply for sabbatical leave.
- February 1**
- Deadline for **faculty** to submit to Vice President application for sabbatical leave.
- February 1**
- Deadline for **Human Resources** to submit updated Sabbatical Tracking worksheet as well as the total number of faculty eligible for sabbatical to Vice President. *(Number of sabbaticals is 2% [up to a maximum of 5] of full- and part-time faculty in the bargaining unit during the previous Fall Semester.)*
- February 15**
- Deadline for **Sabbatical Review Board** to submit to President recommendations for sabbatical leaves.
- March 1**
- Deadline for **President** to notify successful applicants that they have been recommended for sabbatical leave.
- March 8**
- Deadline for **applicants** to acknowledge acceptance of sabbatical leave (in writing) to President.
- 2nd Week of March**
- Acceptance letters, prepared by **Office of President**, due to VP-Academic Affairs.
 - **Vice President** forwards list of faculty approved for sabbatical leave, including anticipated dates of leave, to Human Resources for inclusion in March Board Report. A copy is also forwarded to the academic division.
 - **Human Resources** updates Sabbatical Tracking worksheet (attached to the Faculty Seniority List) to reflect faculty scheduled for sabbaticals during upcoming academic year.
 - **Human Resources** files copy of Staffing Transaction Report and Board Resolution and Certification of Official Minutes approving sabbaticals in employees' personnel files.
 - **Human Resources** creates a calendar reminder to generate a 3-part form for sabbatical. Generates and processes 3-part form. Copy filed in employee's personnel file. **NOTE:** Also create a calendar reminder to return faculty on sabbatical the previous academic semester to their regular positions, taking into consideration the payroll schedule.
- 1 year after return from Sabbatical**
- **Faculty** must contact Susan Praski in Human Resources to begin process for purchasing sabbatical leave credit from state.
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NOTE: *Adjustments to sabbatical dates must be approved by the Vice President of Academic Affairs. A memo documenting the revised dates will be prepared by the VP of Academic Affairs Office. A copy will be placed in the division's Sabbatical file and another copy forwarded to Human Resources for placement in the Faculty member's personnel file. These changes must also be reflected on the next Board report.*