

Sabbatical Leave

Responsible Units: President's Office
Academics, Vice President's Office

Reference: [KCTCS Administrative Policies and Procedures, 2.14.6](#)

Date Approved: December 2005

Date Revised: July 2013

Because the purpose of a sabbatical is "to provide opportunities for study, research, creative effort, improvement of teaching capabilities and methods, and related travel in order that the quality of each recipient's service to the KCTCS students may be enhanced," each applicant is asked to complete a sabbatical request, using the college designated format, outlining how the sabbatical will be used and how the results of the sabbatical will enhance the prospective recipient's service to the college.

Full-time faculty with six years of continuous service are eligible for one year (academic year for appointees on 10-month, 11-month, or 12-month assignments) at half pay or six months (semester for appointees on 10-month, 11-month, or 12-month assignments) at full salary. Although full-time faculty with three years of continuous service are eligible for a six-month sabbatical at half salary, faculty will not be able to apply for six-month sabbaticals during the 2013-2014 academic year due to fiscal limitations at BCTC.

All applicants for sabbatical are expected to familiarize themselves with the regulations concerning augmenting personal income during the time of sabbatical. It is understood the recipients of sabbaticals will return to the college for at least the length of the sabbatical leave.

Upon your return to the college after your sabbatical, you are required to meet with your Assistant Dean and Academic Dean within 30 days in order to provide them with a written abstract of your sabbatical accomplishments and to discuss how these accomplishments will be used to improve the college.

All requests must be made to your assistant dean by the end of the third week of November. Requests will be evaluated on the basis of the relationship of activities to the following: applicant's responsibilities at the college; enhancement of applicant's disciplinary knowledge; enhancement of the applicant's service to the college; and enhancement of student learning. All applications must be submitted according to the Format for Request for Sabbatical Leave; otherwise the request will not be evaluated.

All approved applicants must identify ways that college responsibilities can be handled while on sabbatical and must assist in locating temporary personnel if needed.

If plans change, APPROVED SABBATICALS MUST BE *DENIED* BY RECIPIENTS BY JUNE 1 OF THE ACADEMIC YEAR DURING WHICH THE LEAVE IS TO BE TAKEN to avoid payroll complications.

Request for Sabbatical Leave (do not exceed one page)

Provide the following information:

- A. Name
- B. Division
- C. Academic year leave to be taken with dates inclusive
- D. Purpose of sabbatical:
 - a. Describe sabbatical activities proposed.
 - b. Describe how sabbatical will enhance your service in each of the following areas: service to the college, disciplinary knowledge, student learning, and short- and long-range plans of the college.
 - c. Describe tangible results expected from the sabbatical (for example: texts, advanced degrees, publication).
 - d. Describe how you will share information with colleagues or college after return from sabbatical.
 - e. Describe your proposal for temporary coverage of your college responsibilities while on sabbatical.
- E. Signature and date

Division Assistant Dean Review & Action

Your assistant dean will attach a letter of support, which will include how he or she perceives your activities will enhance the division and the college.