

Sabbatical Leave Program at Montgomery College

Purpose:

In accordance with Procedure 35003CP, section IV, paragraph F.2.a., sabbatical leaves may be awarded :

1. "To carry on a program of purposeful course work for a period of at least one semester, or to attend a semester-long institute.
2. To complete a book or other scholarly work that is of value to the individual and the academic community.
3. To participate in research or an operational project of at least one semester's duration or more which would result in improvement in the applicant's overall competency for responsibilities at the College.
4. To take part in some organized community project designed to improve relations between the College and the community.
5. To travel, provided such travel has a direct bearing on the particular subject matter field or educational methodology of the instructor."

Eligibility

To be eligible for sabbatical leave an individual must be a full-time faculty member and have completed fourteen full academic semesters of service. The faculty member should have completed 14 full academic semesters of service by the time the requested leave is taken.

- **Pay and Benefits:** Faculty members are eligible for full pay while on leave during one academic semester. If the leave is for two consecutive academic semesters, he or she is eligible for 50 percent of pay during that time. Participation in College benefits continues during the leave period; sick leave may not be used or earned.
- **Frequency of and Length of Leave:** Leave may be granted once every seven years and is for a time period of up to three months or a maximum of one semester. While on leave, awardees must adhere to the terms in their acknowledgment agreement. Awardees are expected to carry out their approved proposal as originally submitted, and cannot engage in other employment or in Montgomery College work-related activities, including returning for meetings or special projects.

Obligations

- **Continued Employment:** Upon approval of the sabbatical leave, the faculty member must agree in writing to return to the employ of the College for the next succeeding four full academic semesters after completion of the leave period.
- **Report on Outcomes:** All faculty members are expected to provide a brief report after the completion of their sabbatical leave. The report should contain an overview of the activities completed, correlating them to the plans and objectives outlined in the application proposal. If there have been major variations from the approved plan and its objectives, the report should explain the reason and the results of the modifications. The leave report should be submitted to the individual's department chair, dean, and the director of the Center for Professional and Organizational Development within 60 calendar days after the beginning of the academic semester following the conclusion of the sabbatical leave.

- **Changes to objectives:** A faculty member who has a need to make changes or modifications to his or her approved sabbatical leave proposal must notify his or her department chair and dean as soon as possible. The faculty member then must submit a written justification that is approved by both the department chair and dean to the CPOD program coordinator.
- **Deferments:** If needed, a faculty member may request a deferment to the next year. With his or her dean's agreement and support, it usually is approved, barring any unforeseen budget crisis. The faculty member needs to submit a written reason for the postponement to his or her dean who, upon approving the request, forwards it to the CPOD program coordinator. If the deferment is for later than one calendar year, the faculty member needs to reapply during the next or future application period.
- **Unmet Obligations:** If the faculty member does not return from leave for the period required, fails to submit a report, or submits a report that is unsatisfactory and rejected by the college administration, he or she is required to reimburse the College for all funds paid directly to the faculty member or paid on his/her behalf.

Institutional Financial Support

Successful sabbatical applicants are entitled to the same travel funding (allowance) that is provided to all other faculty members. The same policies and procedures apply for all faculty travel requests, including those that support sabbatical activities.

Any request for travel funds during sabbatical leave, including travel which supports the purpose and objectives of the sabbatical leave, must be communicated at the time the application is submitted. Such travel requests are subject to the College's policies and administrative procedures, at the time of the request. That is, if there is a restriction on distance travel, requests for travel funds during sabbatical will not be approved. Likewise, if a travel restriction is instituted after a request for sabbatical travel was approved, the College will honor its commitment to cover the travel expenses.

Applicants may utilize support services or experiences from external agencies or institutions. Letters of support from external organizations should address the intended support services as outlined in the sabbatical proposal. Any letters of support and related documentation from external organizations should be attached to the proposal and noted in the appropriate section of the application form.