

11/13/ 2009  
Revised 1/2/ 2010  
Revised 2/20/2010 & 8/29/2010  
Revised 1/22/2015

**Faculty Sabbatical Leave**  
**Committee, Policy and Process**  
**Approved by AGC**  
**September 9, 2014**

**AGC Sabbatical Review Committee Purpose & Structure**

The Academic Governing Council (AGC) Sabbatical Review Committee's purpose is to evaluate sabbatical applications on a yearly basis. The committee evaluates applications against AGC approved criteria.

The committee shall be comprised of five to seven full-time faculty members representing different academic areas of the college and shall include the academic deans and at least one department head/program director from each school. Committee members serve two year terms with no term limit impositions. The Executive Committee of the AGC, or the committee members themselves, may nominate a Chair to serve a two year renewable term.

The Chair of the AGC Sabbatical Committee works with AGC and the Provost to ensure that all of the evaluative procedures are met, that the committee has adequate members, and periodically reviews the sabbatical policy and process.

**Policy**

The President recognizes the value of stimulating professional growth through self-improvement among its GRCC Employee. The President realizes that part of a self-improvement program may involve extending an individual's education in preparing for the future needs of the College and community. The President also recognizes that a considerable investment must be made on behalf of those individuals requesting an extended professional leave from the College. Upon recommendation from AGC Sabbatical Committee (faculty only), the AGC, Provost, and the President, sabbatical leaves will be presented annually for the Board's consideration and approval.

Per Faculty Contract p. 36:

**ARTICLE 9 - LEAVES OF ABSENCE WITH PAY**

**A. SABBATICAL LEAVE**

1. Professional leave is a leave for a sabbatical and/or professional activity.
2. All faculty members shall be eligible for one (1) year sabbatical leave after completing no less than six (6) years and for each such period of actual professional service at the Grand Rapids Junior/Community College uninterrupted by anything other than approved leave(s) of absence.

Granting of sabbatical leaves shall be in accordance with the policies and procedures pertaining thereto (see Board Policy 6.10, Sabbatical Leaves, adopted December 13, 1993).

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To apply for a sabbatical leave, the faculty member shall submit a proposal on the appropriate form to the Sabbatical Review Committee. The Sabbatical Review Committee shall include the academic deans and at least one department head/program director from each school. The committee shall review all proposals and make a recommendation to Cabinet for final approval.

The College will pay such faculty members one-half of the base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a master's degree and G credit), which they would ordinarily receive.

The following academic year, the faculty member must return to Grand Rapids Community College and render at least two (2) consecutive years of satisfactory service.

3. A one (1) semester sabbatical leave may also be granted under the same terms, as in A.2 above, except the obligation to return to the Grand Rapids Community College shall be for one (1) year. After a one (1) semester leave, the faculty member is eligible for one (1) more semester leave.
4. A one (I) semester sabbatical leave may also be granted under the same terms, as in A.2 above, except with full base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a master's degree and G credit) and under the following provisions:
  - a. The administration and Association shall encourage such sabbaticals to be taken during the winter semester.
  - b. The administration and the Association shall encourage disbursement of the students into remaining regular classes.
  - c. A leave granted under section A.4 shall be counted the same as a leave under section A.2 in terms of eligibility and obligation.
5. Sick Days
  - a. If a faculty member is granted a one-year sabbatical pursuant to Article 9-LEAVE OF ABSENCE WITH PAY, that faculty member shall receive no sick days for that academic year.
  - b. If the faculty member's sabbatical leave is one semester, the faculty member shall be granted ten (10) sick days for the academic year pursuant to Article 9-B SICK LEAVE OR BEREAVEMENT
6. Retirement Pay
  - a. Michigan Public Schools Retirement System (MPSERS): A faculty member who participates in the MPSERS Retirement system and who has been granted leave pursuant to Article 9-LEAVES OF ASBENCE WITH PAY, Paragraph A, shall not be eligible for retirement pay during the period of the sabbatical in accordance to MPSERS regulations.
  - b. Optional Retirement Plan (ORP): A faculty member who participates in ORP and who has been granted leave pursuant to Article 9- LEAVES OF ASBENCE WITH PAY, Paragraph A, shall be paid under Article 7.X.

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RETIREMENT PAY based on the faculty member's W-2 earnings:

**Requirements and Rules:**

1. The Sabbatical Review Committee will be appointed by the AGC in accordance with their Charter and By-Laws.
2. Per the faculty contract: "The Board recognizes the traditional rights of a faculty member to maintain full ownership of and benefits from any works produced on his/her own unless the College compensates the faculty member for such development or College resources are used. Such works include, but are not limited to, literary, musical, or artistic compositions; inventions; processes created or materials."
3. Per faculty contract: "If a faculty member uses College resources, the faculty member and Provost, or designees, shall mutually agree to the management of intellectual property and allocation of residual rights."
4. If GRCC students are used in your research, it is necessary to maintain the highest possible ethical standards and to secure permission from Institutional Research and the Provost, before your sabbatical request can be approved.
5. It is expected that you will spend your semester fully engaged in the activity described in your proposal.
6. It is recommended that you do not select any overload assignments while you are on a sabbatical leave.

**Process**

**Criteria:**

- The applicant has complied with all provisions as stipulated by the AGC sabbatical leave process
- The purpose of the leave fits the current and future needs of the College.
- The leave supports the Mission, Vision and Ends of the College
- The leave demonstrates clearly the potential to expand the applicant's professional knowledge and contributes to the educational process of the college and community.
- The leave clearly articulates how the applicant has demonstrated his/her ability and potential to actively contribute to the educational process. Sabbatical recipients must articulate a plan to share their learning with colleagues at an AGC approved venue. Questions regarding appropriate venues should be submitted to the Provost's office and the Executive Committee of the AGC.

**Procedures:**

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1. Before submitting the sabbatical proposal to the Provost's Office, faculty must make sure the application is complete and includes the Department Head/Program Director and Associate Dean support documents.
- 2. Proposals for sabbatical leaves for the forthcoming year must be submitted to the Provost's Office by the second Thursday in March.**
3. The Provost's office will forward all proposals to the Sabbatical Review Committee for review.
- 4. The Review Committee will consider the proposals and make their recommendation to the Provost by the second Thursday in April.**
5. The Sabbatical Leave(s) will be announced to the faculty member(s) at the Employee Recognition Event. The faculty member(s) will receive an official award letter from the Provost, and the college newspaper and local media will be alerted of this award.
6. Faculty teaching schedules including the requests for temporary staffing for fall/winter will be adjusted accordingly to cover the classes normally taught by the faculty on sabbatical.
7. The recipients will submit a report of their sabbatical activities and results to the Provost and to the Academic Governing Council and to their supervisor within three months of the completion of the sabbatical.

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**Grand Rapids Community College**  
**Sabbatical Leave Application**

Sabbatical leaves are granted each academic year. The criteria for a sabbatical are stated in the **Faculty Sabbatical Leave Process** document. Please consult this document before filling out this form.

Name: \_\_\_\_\_

Job Title/Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Years of Service at GRCC: \_\_\_\_\_

Sabbatical length (check one):

One Semester

One Year

If applying for a One Semester leave, indicate the Semester (Check one):

Fall

Winter

Have you received a sabbatical in the previous 5 years?

Yes

No

If yes, list previous Sabbatical by year: \_\_\_\_\_

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1. Describe in detail the nature and purpose of the sabbatical leave that includes a tentative time line of activities.

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2. Describe how the sabbatical will fit the current and future needs of the college.

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**3. Describe how the sabbatical will contribute to the Mission, Vision and Ends of the College?**



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4. Describe the way in which the knowledge and experience you gain from your sabbatical leave will be used in your faculty position.

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5. Describe your plan to share the learning from the sabbatical with students, faculty, staff, and the community.

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**6. Include any additional information that you feel will help the committee to understand the value of your proposed sabbatical activities.**

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**Grand Rapids Community College  
Department Head/Program Director and Associate Dean  
Sabbatical Leave Support Form**

Applicants must get support for the sabbatical application from their Department Head/Program Director and Associate Dean.

After completing your application, share it and this form with both your Department Head/Program Director and Associate Dean and have them complete the following information:

Name: \_\_\_\_\_

Job Title/Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Using the space below, please address the appropriate response for this sabbatical application:

1. If you support this sabbatical application, please explain why.

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2. If you do not support this sabbatical application, please explain why and provide the applicant with revision suggestions.

Signature:

Date: