

3.5 Faculty Sabbatical

Board of Trustee Approval: August 6, 2007

Revised: October 1, 2015; October 1, 2017; October 1, 2019; October 1, 2020

Sandhills Community College will establish, fund, and provide a mechanism for continuing professional development of faculty in a manner that ultimately will benefit the students, the College, and the academic community at large. Sabbatical leave should provide an opportunity for continued professional growth and new (or renewed) intellectual achievement through teaching, study, research, writing, and/or travel. Policy 6.6 provides similar information on staff sabbaticals as a component of the SCC Career Educational Enrichment Benefit. A faculty member is eligible to apply for a sabbatical after seven full years of service and may apply for an additional sabbatical seven years following a previous sabbatical award.

3.5.1 Application for Sabbatical

Revised: August 6, 2007; October 1, 2017

Faculty and staff members will receive a Sabbatical Leave Application form via email. Faculty and staff members are eligible to apply after seven years of fulltime employment. Faculty and staff members must submit the request for sabbatical leave to their department chair or director by the deadline stated on the application in the academic year preceding the proposed sabbatical leave. The department chair or director will forward the request, along with a recommendation, to the Vice President of Instruction (faculty), the Senior Vice President of Academic Affairs & Institutional Planning, the Vice President of Student Services, the Vice President of Workforce Continuing Education, or the Chief Operating Officer.

Faculty and staff members must submit a detailed sabbatical proposal which includes the following: the general purpose and nature of the sabbatical leave; the location(s) at which the leave will be taken; written statements from any collaborators, confirming the expected nature and duration of the collaboration; an outline of anticipated sabbatical-related expenses and financial compensation; an outline of the activities to be pursued, including a rationale for using a sabbatical leave to pursue these activities; and a statement of anticipated outcomes, including all evidence that the sabbatical leave will increase individual effectiveness or produce academically or socially useful results.

Faculty or staff members may receive outside compensation from a grant, contract, or any income-producing activity while on sabbatical, consistent with the following provisions:

1. The compensated activity must not be in conflict with the purpose of the sabbatical leave.
2. The expected compensation must be disclosed in advance through the sabbatical application process.

Faculty department chairs should work with their vice president to arrange for suitable part-time teaching assistance, if this is required during the period of the sabbatical leave.

Sabbatical Leave Responsibilities

Faculty and staff members have an obligation to return to the College for at least one full year of further service following a sabbatical leave. In the event that the faculty or staff member does not fulfill this service obligation following a sabbatical leave, the member may be liable for sabbatical leave salary and the costs of associated benefits.

Faculty and staff members must present receipts to the Assistant to the President in order to be reimbursed for sabbatical-related expenses. Reimbursement requests with receipts must be submitted within 30 days of completion of sabbatical leave.