

# Procedure

Procedure # 3.04.08

Effective Date: 12/17/95

Revised Date: 1/26/10

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Sabbaticals</p>	<p><i>(Specific Subject Area)</i></p> <p>Sabbatical for full-time tenured faculty who have completed seven full-time academic years of service</p>
	<p><b>Author:</b> President's Cabinet. Revised by FIDC and 08-09 Sabbatical Leave Committee</p>	<p><b>Supersedes Procedure #</b></p>
<p><b>Relates to Policy #</b> 3.04.08</p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation</b> <i>(if any)</i>:</p>		
<p><b>North Idaho College</b></p>		

Procedure Narrative

[Page 1 of 3]

## A. PURPOSES FOR WHICH A SABBATICAL LEAVE CAN BE GRANTED:

1. To work toward an advanced degree in the instructor's major teaching discipline(s).
2. To complete refresher courses or a program of study, work, or travel designed to keep the instructor abreast of the latest developments in his/her discipline.
3. To pursue related research or publication related to the instructor's teaching area(s).
4. To pursue work outside the institution that contributes to useful ideas and practices that enhance teaching effectiveness.

**B. APPLICATION TIMELINE**

1. Mid-September – The vice president for instruction notifies full-time, tenured faculty that applications are available.
2. Mid-November—The sabbatical applications are due in the vice president for instruction's office with recommendations from the appropriate dean and division chair.
3. First of December—The applications are sent to the Sabbatical Leave Committee for evaluation and ranking. The Sabbatical Leave Committee consists of five full-time faculty members appointed by the vice president for instruction and deans.
4. Mid-February – The Sabbatical Leave Committee evaluates and rank-orders the applications and sends them to the vice president for instruction and deans.
5. End of February – The vice president for instruction and deans determine the number of leaves to be funded and make recommendations to the president for presentation to the board of trustees. NIC will make every effort to award at least one sabbatical annually. In the event that no sabbatical is awarded, the administration will provide a written explanation to the executive committee of Faculty Assembly.
6. First of March – In an effort to provide feedback, the Sabbatical Leave Committee sends every applicant their respective anonymous summary evaluation rubric.

**C. APPLICATION CONTENT**

Applicants must submit a detailed plan of what they propose to do during the sabbatical. The applications should include all of the following:

1. The applicant's up-to-date resume or CV which includes a summary of his/her relevant professional work and activities.
2. A detailed plan of what the applicant proposes to do while on sabbatical leave. This should include:
  - A one paragraph description of the intended project (abstract).
  - Goals and objectives of the leave.
  - Leave activities and timelines.
  - Assessment/documentation methods.

3. A detailed description of:
  - How the project contributes to the mission of the college.
  - The need for new or additional knowledge in the applicant's field or discipline.
  - How the project connects to the applicant's teaching responsibilities.
  - How the project benefits the institution.
  
4. Supportive documentation:
  - Recommendation from the division chair (required)
  - As deemed appropriate:
    - Letters of support,
    - Travel plans,
    - Financial commitments.
    - A detailed description of colleague and administrative support the project has from others.

#### **D. RATING SYSTEM**

Sabbatical leave applications will be rated by the Sabbatical Leave Committee according to a rubric they have agreed upon. The application with the highest total rubric score will be rank-ordered first.

If a tie-breaker is necessary, the applicant's number of years on the job and/or years since the last sabbatical will be used. The applicant with the most years of service and/or years since the last awarded sabbatical will win the tie-breaker.

#### **E. OBLIGATIONS OF RECIPIENT(S)**

The faculty member is expected either to return to active service at NIC for at least one academic year after completion of the leave or to repay the money received from NIC while on leave. Within six weeks after returning, the faculty member must submit to the vice president for instruction and the appropriate dean and division chair, a written assessment report of his/her sabbatical activities while on leave. In addition, if the leave activity is of sufficient interest to the NIC community at large, the faculty member may be asked to give a presentation in an appropriate format.