



**Sequoias Community College
District/COS**

*Sabbatical Proposal
Information Package
2026 - 2027*

(Revised January 2026)

Rationale for Sabbaticals

The faculty of the Sequoias Community College District believe that sabbaticals are a vital part of faculty enrichment:

Leaves of absence are among the most important means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to a college or university, and it is the obligation of faculty members to make sure of the available means, including leaves, to promote their professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel.

--American Association of University Professors (AAUP), *Policy Documents and Reports*

Just as Socrates knew that real learning occurs outside the walls of the city, so must educators find occasional respite beyond their institutional walls. Sabbaticals offer such opportunities with the additional requirement of goals and responsibilities. In as much as sabbaticals nourish the life of the mind, through their completion they enlarge the capacity of the institution to teach, to think, and to prosper.

--The Academic Senate for California Community Colleges, *Sabbaticals: Benefitting Faculty, the Institution, and Students*

Formal rationale and justification for sabbaticals can be found in COS's BP 7341 and AP 7341; in the College of the Sequoias Teacher Association's Master Agreement, section 12.7; and in sections 87767 and 87768 of the Education Code. ***Please see attached appendix for Master Agreement language pertinent to sabbatical leaves.***

Timeline for Submission, Review and Approval of Sabbaticals for AY 2026-2027

December 2025	Notice of FEC's intention to solicit sabbatical applications sent to superintendent/president
January 8 th , 2026	Sabbatical information session
February 10 th , 2026	Sabbatical application period begins (Application drop-in hours TBA)
March 17th, 2026	Complete sabbatical applications due by 11:59pm to fec@cos.edu
March 27 th , 2026	Sabbatical recommendations sent to superintendent/president
May 10 th , 2027	Deadline for full report on sabbatical to be delivered to FEC and to Board of Trustees for one semester sabbaticals (Fall 2026)
December 13 th , 2027	Deadline for full report on sabbatical to be delivered to FEC and to Board of Trustees for full-year sabbaticals (AY 2026 - 2027) and Spring 2027 sabbaticals

Sabbatical Leave Applications/Proposals

Sabbatical leaves are awarded for work towards a higher degree, study/research, curriculum planning, and travel (*as it relates to one or more of the previously mentioned items*). In order for an instructor to be considered for a one-semester or one-year sabbatical, six or more years of full-time employment with the District are required.

In order for the FEC to recommend a sabbatical leave to the Board, the applicant's proposal must successfully address the following areas. Proposal narratives/descriptions should be as specific and concrete as possible:

1. Description of the need the proposed sabbatical will address. The need will be rated on its specificity and scope and the extent to which the students, institution, faculty member, and/or academic discipline will benefit. Faculty are encouraged to include a letter of support as part of their application. ***(Coincides with item 1a on Sabbatical Leave Rating Sheet)***
2. Goals of the sabbatical project. The goals will be judged based on their ambitiousness, specificity, and measurability. The project should be realistic and achievable. Project goals should align with student learning outcomes, District Goals and/or Objectives. ***(Coincides with item 1b on Sabbatical Leave Rating Sheet)***
3. Activities and itinerary, including a timeline, needed to meet the goals. The activities and timeline will be judged based on the ambition and rigor of the activities and their applicability to the project's stated purpose.

When activities involve visitations to other colleges or curriculum design and planning, the proposal **must include** appropriate documentation (that is, acknowledgement from the institutions to be visited or letters from the dean and/or department chair attesting to the need for curriculum development). ***(Coincides with item 1c on Sabbatical Leave Rating Sheet)***

4. Methods of evaluating goals. The method of evaluation will be judged on its rigor and the extent to which it clearly measures the sabbatical needs and goals discussed in 1 and 2 above. Forms of evaluation could include surveys, course grades, publication, adoption by institution of a new or revised course or text, etc. ***(Coincides with item 1d on Sabbatical Leave Rating Sheet)***

Complete application packets should be submitted as a single PDF document to fec@cos.edu by **11:59 pm, Tuesday, March 17th, 2026**.

NOTE: *The FEC may also select up to three additional proposals (if meritorious enough) to serve as alternate sabbaticals in the event a sabbatical granted by the Board is abandoned by a sabbatical recipient.*

Faculty whose sabbaticals are awarded are required, on their return, to submit a written report **by the fourth week of the new semester**, which narrates their experiences with their activities during the sabbatical. The report will include the evaluation of the sabbatical project as laid out in the sabbatical proposal, including, but not limited to, how the sabbatical meets District Goals and/or Objectives.



Sequoia Community College District
Sabbatical Leave Rating Sheet

Applications will be scored “as submitted”... (*Items omitted from the application cannot be submitted late.*)

Faculty member requesting sabbatical leave: _____

Note: If any portion of the required criteria is missing from the application, the request will be considered incomplete and may be disqualified from the candidate pool.

Criteria		Strong	Effective/ Yes	Ineffective /Weak/No	Notes/Evidence
1.	SABBATICAL PROPOSAL NARRATIVE				
1a.	Purpose or “needs” addressed by proposal... <ul style="list-style-type: none"> Specificity & scope of the need Benefit to student, institution, individual, and/or academic discipline 				
1b.	Goals of the Sabbatical... <ul style="list-style-type: none"> Is the project realistic or feasible? Are the goals specific, measurable, and clearly related to the need for the proposal? If for student or institutional improvement, are they related to SLOs, District Goals and/or Objectives? Do the goals enhance the success and persistence of students and/or the quality of their education? 				
1c.	Activities and itinerary, including specific timeline for goal attainment must include... <ul style="list-style-type: none"> Ambition and rigor of activities and their applicability to the stated purpose of sabbatical. Appropriate documentation (i.e. course schedules, written acknowledgement from institutions to be visited) 				
1d.	Goal Evaluation Methods... <ul style="list-style-type: none"> Evaluation should be explicit, thorough, rigorous, and measure the extent to which the goals of the project have been reached. For student and/or institutional proposals, evaluation should clearly connect to identified SLOs, District Goals and/or Objectives Confirmed disciplinary products (publication, presentations, etc.) can serve as forms of evaluation 				
2.	Past Accomplishments... <ul style="list-style-type: none"> Individual projects and studies, publications, attendance/presentations at workshops, committee participation, other “professional” individual or group activities while employed at COS. 				
Holistic Score/Overall Score (for Items 1 and 2) (1-10 points)					
3	Has candidate received a sabbatical at COS in the past?				

Appendix:
Master Agreement Language Regarding Sabbatical Leaves

12.7.3 The sabbatical leave application shall be reviewed by the Faculty Enrichment Committee and one administrator designated by the Office of Academic Services. For purposes of sabbatical leave applications only, such administrator will have voting rights as per the rules and guidelines of the Faculty Enrichment Committee. This committee plus the designated administrator will follow the established procedure for evaluation of leave requests based upon established criteria prior to submitting its recommendations to the Superintendent/President. After review of the committee's recommendations, the Superintendent/ President will forward the recommendations to the Board of Trustees.

12.7.5 A faculty member who is on a full-year sabbatical leave will be paid three-fourths' salary by the District. A faculty member who is on a half-year sabbatical leave will be paid full salary by the District. There will be no reduction in employee fringe benefits or sick leave accrual during the term of a faculty member's sabbatical leave.

12.7.6 The recommendation on the manner in which a sabbatical leave is to be replaced will be jointly determined by the faculty member's Division and the appropriate Vice-President. This recommendation will be forwarded to the Board of Trustees through the Superintendent/President. In the event that the Division and the appropriate Vice-President cannot reach an agreement in the manner of sabbatical leave replacement, such will be determined by the Superintendent / President. The recommendation of the Superintendent/ President will be made only after a joint meeting about the replacement of a sabbatical leave recipient with the appropriate Division Chair and Vice-President. The recommendation of the Superintendent / President will then be forwarded to the Board of Trustees.

12.7.7 Any faculty member, as a condition to being granted a sabbatical leave pursuant to Section 12.8 of this Agreement, shall agree in writing to render a period of service in the employ of the Governing Board of the District following their return from the sabbatical leave which is equal to twice the period of the leave. "In the employ of the governing board of the district" may include nontraditional duties which may be mutually agreed, and such employ may be part time. Both parties further agree that "equal to twice the period of the leave" refers to a time period of employment and not a specified amount of work to be performed. At the expiration of the sabbatical leave, the faculty member, unless they otherwise agree, shall be reinstated in the position held by them at the time of the granting of the leave of absence. As pertains to this section, position means that the scheduling of courses, rights, privileges, and benefits, shall continue in a manner as if that faculty member had not taken a sabbatical leave, and which would be consistent with the practices of their division, and this Master Agreement.

12.7.8 At least one month prior to the commencement of a sabbatical leave, the District requires the Faculty member to furnish a bond in an amount equal to the salary to be received during the sabbatical leave, or other security such as a Promissory Note (Appendix E-3), suitable to the District and indemnifying the District against all losses in the event the Faculty Member fails to render service to the District for the agreed upon period set forth above following the return of the Faculty Member from the sabbatical leave. When a Faculty Member has completed their service to the District after the sabbatical, the District will reimburse Faculty Member for one-half the cost of the bond.

12.7.9 Prior to the commencement of a sabbatical leave, a faculty member shall be required to sign the Sabbatical Leave of Absence Contract. This Contract is included as Appendix E-1 and Appendix E-2 of this Master Agreement.