
WEST HILLS COMMUNITY COLLEGE

CERTIFICATED STAFF

SABBATICAL LEAVE

I. Application Procedures

- A. Eligible faculty members must submit a proposed plan in writing to the Chancellor prior to December 1 of the academic year preceding the year for which the leave is requested. The plan of work should provide sufficient information for evaluation according to the criteria outlined in Board of Trustees Sabbatical Leave Policy.

For the Spring Semester of the 1996-97 academic year, proposed plans must be submitted by October 1, 1996.

Sabbatical leave applications will then be forwarded to the Academic Senate. The Academic Senate will review the applications and recommend acceptable applications for final approval by the Chancellor and Board of Trustees.

- B. The recommendations of applicants by the Academic Senate will be influenced significantly as indicated below:
1. Major consideration will be given to the present and future worth of the sabbatical leave in terms of improving student success and/or curriculum development.
 2. Consideration may be given to past accomplishments such as workshops, committee work, individual projects and studies, and any other group activities.
 3. Should the District be undertaking a project or have a need in a certain field, priority may be given to those applicants most likely to make a contribution to these needs.

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4. With less emphasis, consideration also may be given in terms of length of service to the District and distribution of sabbatical leaves among the various departments.

II. Selection Procedures

- A. The Academic Senate will screen the sabbatical leave applications and forward their recommendation(s), including the applications, to the campus President by February 1 (November 1 for the Spring Semester of 1996-1997).
- B. The campus President and the Chancellor will review the recommended applications. The Chancellor will recommend either acceptance or rejection of the recommended applications to the Board of Trustees at the February meeting (November meeting for the Spring Semester of 1996-1997).
- C. The applicants will be notified by the Chancellor on or before March 15 regarding the acceptance or rejection of their applications by the Board of Trustees (December 1 for the Spring Semester of 1996-1997).

Board approval: 8/27/96