

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

AMVA SABBATICAL LEAVE INSTRUCTIONS

I. Application

Sabbatical leaves are intended for the purposes of professional development and the improvement of instruction and service at the College. The objective of such a leave is to increase each person's value to the College and thereby improve and enrich its program. Sabbatical leave is not regarded as a reward for service nor as an extended vacation or rest period occurring automatically at stated intervals. Sabbatical leaves may be granted for planned travel, study, formal education, research, writing, or other experience of professional value.

Applications will be judged on the merit of the leave project, subject to limitations of the budget. In cases where no distinction between merit of applications can be made, priority will be established for the applicant processing the longer period of service. The review process and Committee recommendations are based upon the following criteria:

1. Contribution of the project to the College
2. Contribution of the project to the applicant's professional development
3. The merits of the project itself, including:
 - a. Design of the project
 - b. Project feasibility
 - c. Likelihood of achieving the stated goals
 - d. Necessity that the applicant be released from normal duties to accomplish the objectives of the leave

Sabbatical leaves are granted only for the purpose stated in the application. A change in goals and/or activities requires advance approval of the President.

Sabbaticals will be awarded according to Committee recommendations as long as funding exists and staffing needs are not compromised. If a sabbatical leave recommended by the Committee cannot be granted, the President will transmit a written explanation to the Committee.

In those cases in which, in the opinion of the President, the granting of a sabbatical leave would impair the operation of the College, a bargaining unit employee shall be required to postpone his/her leave. Individuals on a sabbatical leave shall receive a portion of his/her normal annual salary:

For 10-Month Employees	For 12-Month Employees
1 academic semester 100% annual salary	0-6 months 100% annual salary
1 academic year 50% annual salary	6-12 months 50% annual salary

II. Eligibility Requirements

All employees who have completed six (6) consecutive years of service to the College in any combination of term, probationary, career, and continuing appointments, or who, if they previously had a sabbatical leave, have completed six (6) full years of service within the College since the date of return from his/her last sabbatical leave shall be eligible. In computing consecutive years of service, periods of vacation, periods of sick leave with salary, and periods of leave of absence with salary shall be included. Leaves of absence up to one (1) year without pay may be included at the sole discretion of the College. Periods of leave other than specified, as well as part-time service, shall not be counted but shall not be deemed an interruption of otherwise consecutive service.

III. Application Procedures

The original and one (1) copy of the application must be submitted to the President by the established deadline. The application must be submitted in the academic/fiscal year before the sabbatical is to be taken. For the academic/fiscal year, a written decision will be sent to the applicant five (5) business days following the January meeting of the Board of Trustees.

Applications should contain the following information in separate sections numbered as follows:

1. Name
2. Current position
3. Department
4. Date of initial appointment at MVCC
5. Beginning and ending dates of the sabbatical leave
6. Dates of all previous leaves, indicating type (sabbatical, leave of absence with salary, leave of absence without salary, and any other leave), but not including sick leave
7. Goals of the sabbatical leave
8. Detailed description (not just a list) of the activities planned for the sabbatical leave
9. Detailed explanation of the relationship of the sabbatical leave proposal to your professional responsibilities at the College
10. Rationale for the need to be released from normal duties to accomplish the goal
11. Detailed explanation of how your sabbatical leave goals will contribute to the College and your department
12. Detailed explanation of how your sabbatical leave goals directly align with elements of the College's strategic plan

13. Contribution of the sabbatical leave to your professional development
14. Plan for sharing the accomplishments of the sabbatical leave with members of the College community
15. If you intend to accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of the sabbatical leave, include a statement explaining the source of funds and anticipated amount

Successful applicants should submit the report of his/her leave activities to the President within two (2) months of his/her return from the leave. A copy of the report should also be provided to the appropriate College Administrator. The report should contain a copy of the original proposal, a list of the activities that actually occurred, a statement of how the goals of the project were met, a statement of how the goals align with the with the elements of the College's strategic plan and any documents that indicate the success of the project.

Following the sabbatical leave, an employee is expected to return and complete a minimum of one (1) year of service in the event of the one (1) year sabbatical leave, a minimum of six (6) months of service in the event of a six (6) month sabbatical leave, a minimum of one (1) semester of service in the event of a one (1) semester sabbatical leave, and a minimum of two (2) semesters of service in the event of a two (2) semester sabbatical leave.

IV. Expense Instructions

Upon the recommendation of the President and the authorization of the Board of Trustees, services or charges incidental to the success of the sabbatical leave project may be at the expense of the College. Application for such services or charges at the expense of the College is made separately from application for the sabbatical leave itself. Submit the following information with the application for sabbatical leave.

1. Name and date
2. Beginning and ending dates of leave
3. Detailed statement of the services or financial support requested from the College

Explanation of how the requested services and financial support are necessary to meet the objectives of the sabbatical leave. **Please note:** This information is a summary of information provided in the current collective bargaining agreement (CBA) with the Association of Mohawk Valley Administrators. In case of any conflict, the CBA will prevail